



HIGH PLAINS EDUCATIONAL COOPERATIVE

“High Plains Educational Cooperative will assist and support the member districts in providing educational services which will maximize opportunities for all children to live, learn, and work in society.” *HPEC Mission Statement*

621 E. Oklahoma
Ulysses, KS 67880
620-356-5577

Formal Evaluation: Notice for

Student Name

Dear Team Member,

We have gained permission to begin a comprehensive evaluation. It is important that we work together to collect information/data that will help us understand this student’s strengths, interests and needs. Please pay special attention to what this student can currently do, what their next steps should be and what accommodations are needed to help them be more successful in school. If you have questions, contact your school psychologist.

General education teachers, please have your information to the Psychologist’s Office by _____.
HPEC staff, please have your information entered on the Web-Based IEP by _____.

Parents, if you have reports or other written information to share, please be sure the school psychologist has a copy before the meeting.

Child’s Name

Parent (s) / Guardian Name

D.O.B.

Home phone

Referring School

Address

Classroom Teacher

Grade

Reason For Referral

Persons receiving this notice include:

- | | |
|--|--|
| <input type="checkbox"/> Classroom Teacher | <input type="checkbox"/> Physical Therapist |
| <input type="checkbox"/> Hearing Impaired Specialist | <input type="checkbox"/> School Counselor |
| <input type="checkbox"/> Interrelated Teacher | <input type="checkbox"/> School Nurse |
| <input type="checkbox"/> Motor Specialist | <input type="checkbox"/> Speech & Language Pathologist |
| <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Transition Counselor |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Vision Specialist |
| <input type="checkbox"/> Physical Education Teacher | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Gifted Facilitator | |

If others need to be involved, please contact the School Psychologist as soon as possible.

Other Comments: