Mississippi Department of Human Services
Division of Youth Services
Initial/ Re-Evaluation Tracking Log

Student's Name: _____

Date	Employee's Signature	Activity
		Referral from TST or Child Find is received
		Supporting documents (i.e. class work samples, standardized tests scores, behavioral logs, interventions)
		Contact is made with the parent/legal guardian to explain process and procedural safeguards.
		Consent for Testing Form and procedural safeguards are forwarded to the parent/legal guardian along with a self-addressed stamped envelope.
		Original consent form is received back from the parent.
		Notify medical staff of needs such as hearing/vision screening and physical examination.
		Notify speech/language therapist of referral for testing.
		Notify psychologist/psychometrist of referral for testing.
		Conduct eligibility determination meeting.
		Notify parent/ guardian in writing of the determination.
		If deemed eligible for special services, IEP committee is appointed.
		Parent is notified of the IEP committee meeting by at least two methods.
		IEP meeting is held.
		IEP is developed/ written addressing the student's needs.
		Student is placed in appropriate education program.
		The parent is provided a copy of the student's complete IEP.
		Other: _____