



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL

WILL J. GORDILLO  
DIRECTOR

JANIS ANDREWS, Ed.D.  
CHIEF ACADEMIC OFFICER

EXCEPTIONAL STUDENT EDUCATION  
3378 FOREST HILL BLVD., A-203  
WEST PALM BEACH, FL 33406-5813  
PHONE: 561-434-8626/FAX: 561-434-8384  
WWW.PALMBEACHSCHOOLS.ORG/ESE

KEITH OSWALD  
ASSISTANT SUPERINTENDENT

February 14, 2013  
Bulletin #P-14527-CLS/ESE

**Contact:**

Will J. Gordillo, PX 48626  
[Will.gordillo@palmbeachschools.org](mailto:Will.gordillo@palmbeachschools.org)

Action By:  
Various Dates

**TO:** All Principals

**FROM:** Janis Andrews, Ed.D., Chief Academic Officer *J.A.*

**SUBJECT: MUTUAL AGREEMENT TO EXTEND 60 DAY TIMELINE FOR INITIAL EVALUATION**

Federal and State regulations require that when it is suspected that a student may have a disability, the School District must promptly request parental consent to evaluate and complete the evaluation within 60 school days (cumulative) that the student is in attendance after the District receives parental consent to evaluate. This timeline can only be extended by "mutual written agreement of the student's parent/or guardian and a group of qualified professionals." 6A-6.030018(3)(b) F.A.C.

In order to maintain compliance with this requirement, the attached form must be completed to document this mutual agreement in the student record. Rationale for an extension may include but not be limited to the continued implementation and data gathering involved in the Response to Intervention process.

The form is to be completed during the Child Study Team meeting where the signature of the parent is obtained. Training on the use of this form is to be provided to the ESE coordinators by the ESE Department via conference call and to school psychologists at their February monthly meeting. Pre-registration for the conference call is required, as each session can accommodate up to 40 participants. ESE Contacts should contact Brittany Boucard at PX 48062 to register and receive their call-in code.

**February 22, 2013**

2:30 - 3:00 p.m.  
4:00 - 4:30 p.m.

**February 25, 2013**

7:30 - 8:00 a.m.  
3:30 - 4:00 p.m.

**March 1, 2013**

11:00 a.m. - 12:00 p.m.  
3:00 - 3:30 p.m.

If there are any questions, please contact Will Gordillo, Director of Exceptional Student Education, PX 48626.

EWG/JA/KO/WG/LG:jb  
Attachment

Approved:   
E. Wayne Gent, Superintendent



Current Date

## Mutual Agreement to Extend 60 Day Timeline for Initial Evaluation

Federal and State regulations require that when it is suspected that a student may be a student with a disability, the School District must promptly request parental consent to evaluate and complete the evaluation **within 60 school days (cumulative), that the student is in attendance after the District receives parental consent to evaluate.** This timeline can only be extended by "mutual written agreement of the student's parent/or guardian and a group of qualified professionals." 6A-6.03018(3)(b) F.A.C.

Student ID #	Student First Name	Student Last Name	DOB	Gender
Grade	School	Parent/Guardian	Date of Consent	

The District and parent agree that there are intervention and/or evaluation components which are necessary in order to conduct a comprehensive evaluation, but these components cannot be obtained within the 60 days, as noted above, due to the following reason(s):

As a parent of a child with a disability, you have rights under federal and state laws. These rights are described in detail for you in the Summary of Procedural Safeguards (PBSD 1025) provided with this document. Read it carefully. You have the right to have it fully explained to you in your native language or primary mode of communication. If you have any questions regarding these recommendations or the Procedural Safeguards Notice, contact the school center or Area ESE designee indicated below.

The parent and the school's Child Study Team (CST) agree to extend the timeline from:

Projected Evaluation Date to Extended Evaluation Date

I am in mutual agreement with the CST for the proposed extension.  Yes  No

Check one:

- I have received a copy and an explanation of Summary of Procedural Safeguards, and was given the opportunity to ask questions. I understand my rights.
- I have received a copy of Summary of Procedural Safeguards, but I waive the need for explanation. I understand my rights.

Signature of Parent or Guardian Date

School Center Designee	Phone
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Signature of Parent or Guardian Date

Area Designee	Phone
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## **Directions for completion of Written Agreement to Extend 60 Day Timeline for Initial Evaluation form**

This form is to be used in cases where the school based team/child study team determines the need to extend the 60 day timeline for initial assessments of students suspected of having a disability. The school based LEA representative should discuss with the parent a reasonable timeline for completion of the assessment. Factors that could be taken into consideration include: the amount of progress made by the student in the RtI process and the number of days that have elapsed since the parent initially provided consent to the assessment.

The parent's signature must be obtained on the form indicating the parent is in mutual agreement with the timeline extension. The parent must indicate mutual agreement/disagreement and preference for the review of safeguards. If the parent declines to agree to an extension of the time to complete the assessment, then the district should consider shortening the proposed time period for the assessment and document its efforts to obtain parental consent for the extension. If no agreement can be reached on a timeline extension, then the district should complete the assessment as expeditiously as possible.

Fax the completed form to ESE District office 561-434-8723 / PX48723. File the original form in Student's ESE File. The parent receives a copy of the completed form.

### **Notes:**

**Date of Consent:** Date the signed consent for evaluation was received from the parent

**Projected Evaluation Date:** Date the assessment was to have been completed if the student had no absences; this is 60 school days from the above date. Do not count weekends, holidays, or teacher work days

**Extended Evaluation Date:** Date the assessment is projected to be completed.

**Reason:** Reason for the extension; for example: the RtI process has continued and additional data from this process is needed to complete the assessment

**Designee names and phone numbers:** Parents may contact the School Center and Area designees for questions regarding procedural safeguards