



Administrative Policies and Procedures: 18.24-DOE

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| Subject: | Information for Initial Classification |
| Authority: | TCA 37-5-105, 37-5-106 |
| Standards: | ACA: 9383, 9388 |
| Application: | To All Department of Children's Services Staff members involved in the initial classification process |

Policy Statement:

The information specified herein must be available to the classification team before the final determination of a student's initial program placement.

Purpose:

To ensure procedures are established to provide information to the classification team before final determination of initial program placement.

Procedures:

The classification coordinator shall ensure that the following information is available to the classification team before the final determination of a student's initial program placement.

A. Documentation of prior notification of the staffing to the appropriate individuals in the staffing of a student suspected of being in need of special education services; no staffing shall be held unless documentation of prior notification to parents/guardians is available.

B. A current social history and/or addendum provided by the Probation/Officer, including a summary of the student's criminal history, if any;

C. Valid commitment documents from the court which may include a social data sheet;

D. Medical and dental summary and immunization record;

E. Education records from the local education agency;

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| F. Educational assessment; |
| G. Academic achievement information |
| H. Psychological and/or psychiatric evaluation, if indicated, including prior mental health evaluations, if applicable; |
| I. Previous placement/treatment records (including program and aftercare plans), if applicable and available; |
| J. Pre-vocational/vocational assessment, if applicable; |
| K. Religious background and interests, if applicable and available; |
| L. Written determination as to whether the student is in need of special education services or is mentally retarded (Integrated Assessment Report); |
| M. Community classification report; |
| N. Teacher observation report; |
| O. Group life observation report, if applicable; |
| P. Birth certificate or verification of birth; |
| Q. Physical fitness testing report and recreational interests, if pertinent. |

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| Forms: | <i>None</i> |
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| Collateral documents: | <i>None</i> |
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(Note: This Policy Cannot Be Revised Without Prior Permission of Chancery Court, Davidson County, Nashville, Tennessee.)