Chicago Public Schools | OFFICE FOR STUDENTS WITH DISABILITIES

Citywide Assessment Team Early Childhood Evaluations



What to Expect at the Evaluation

Developmental screening takes a closer look at how your child is developing. Here is an overview of what you can expect during your child's early childhood evaluation, including the activities, time allotments, and the team of people involved.

Evaluation Team

Every evaluation team is based on your child's individualized needs. Possible team members can include:

- Case Manager
- Special Education Teacher
- General Education Teacher
- Psychologist
- Speech Language Pathologist (SLP)
- Social Worker (SW)
- Occupational Therapist (OT)
- Physical Therapist (PT)
- Nurse
- Specialty Disciplines as needed:
- Audiologist, Vision Itinerant, Deaf/Hard of Hearing Itinerant

Evaluation Schedule

Here is an overview of the important steps in the evaluation process, the roles involved in each steps, and the estimated time needed.

Hearing/Vision Screening (5-10 mins)
Conducted by H/V Tech to determine if your child has any vision or hearing concerns.

Consent/Assessment Planning Meeting (15-20 mins)
- Meet related service providers (RSPs) / Evaluation Team
- Review and discuss important information about your child
- Determine which areas are in need of being assessed (e.g. Communication, Cognitive, Fine Motor, Social/Emotional, etc.)
- Obtain written consent for evaluation

Assessment (30-45 mins)
Relevant team members will:
- Complete a formal or play-based assessment
- Interview to gain important information about your child

Post-Assessment (30-45 mins)
- Play-based assessment completed, team will meet to:
- Review and share all relevant information (e.g., observation, rating scales, etc.)
- Discuss findings and recommendations
- Develop assessment reports

For more information, contact the OSD Citywide Assessment Team at (773) 553-5410 or earlychildhoodevaluations@cps.edu.

Break for Family during Post-Assessment
Family provided a break during this Post-Assessment time. Options: Stay on-site (or leave the building) and return to assessment room to hear results in person or leave after break and go home to hear results virtually.

Eligibility Meeting (30-45 mins)
Family provided a break during this Post-Assessment time. Options: Stay on-site (or leave the building) and return to assessment room to hear results in person or leave after break and go home to hear results virtually.

The team will:

- Read a summary of assessments and indicate their findings and recommendations relative to your child's strengths and areas of need Parent / Guardian will:
    - Sign Cover Page of Eligibility Determination
    - Receive a copy of the finalized Eligibility Determination
    - Be provided copy of Explanation of Procedural Safeguards

If your child does not qualify for specialized services in CPS at the time of this evaluation, you will be provided resources and next steps.

If your child is determined to be eligible for specialized services, you will be asked to sign Consent for Initial Provision of Special Education and/or Related Services and an Individualized Education Program (IEP) will be developed with the team.

Individualized Educational Program (IEP) Meeting (45 mins)

- Evaluation Team meets with parent to discuss specialized instruction (goals), supports, services, and educational placement recommended for your child to have academic access and success.
- Development of accommodations and modifications for your child to ensure successful access to the learning environment.

Note: A 504 Plan might be developed for students who do not require specialized instruction in an IEP (Team will provide details)

Next Steps

If your child is eligible for special education supports and services, you will continue to meet and be an invaluable part of your child's IEP team. Your child's case manager will serve as your first point of contact for all special education related matters and help to answer any questions that you may have.

Most importantly, the case manager can help to bring in additional OSD team members who can address the individual needs of your child. You can connect with your case manager at your local school.

If your child is ineligible for an IEP, there are still supports and services that may help to address any concerns that you may have regarding your child's development. This can include a 504 plan or connecting with OSD to access community organizations and resources.

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