

Evaluation/Eligibility Meeting Signature Requirements

Question: Are participants in an evaluation/eligibility meeting required to sign the evaluation report to document their attendance at the meeting?

Answer: No. WAC 392-172A-03035 requires an evaluation report to include the date and signature of each professional member of the group certifying that the evaluation report represents their conclusion. If the evaluation report does not reflect their conclusion, the professional member of the group must include a separate statement representing his or her conclusions. Individuals contributing to the report must also document the results of their individual assessments or observations.

Signatures on an evaluation report serve to document the agreement of the professional members of the group that the evaluation report represents their conclusions, they are not intended to document attendance at the evaluation/eligibility meeting.

In addition, the signature requirement is applicable to the professional members of the evaluation group, which would not include the parent. For students suspected of having a specific learning disability (SLD), the parent is required to be part of the team that determines eligibility (WAC 392-172A-03050), however they are not considered a professional member of the group. An important consideration is to ensure that the parent has a genuine opportunity to participate in the eligibility determination process. Districts could ask the parent to sign the initial SLD evaluation report as one method for documenting that the parent had the opportunity to participate in the eligibility decision.

Districts have the right to set a higher standard of practice and could require evaluation groups to document the participation of the parent in the evaluation/eligibility meeting by asking parents to sign the evaluation report, but this is not required by the regulations. Districts may also choose to have a separate document for participants in the meeting to sign to show attendance at the meeting. OSPI recommends that any sign-in sheet clearly state that the participant is signing to show attendance.

