

## Eligibility Determination Report

The *Eligibility Determination Report* documents the conclusion of the Multidisciplinary Evaluation Team (MET) or Individual Education Program (IEP) Committee regarding their determination of eligibility based on a review of the (re)evaluation report(s) and the completion of one or more eligibility determination checklists, as necessary.

1. At the eligibility determination meeting, the MET/IEP Committee should review the evaluation report(s) to determine areas of impairment or delay. The assessment results must be explained sufficiently to the parent before the determination of the presence of a disability to ensure the parent can actively participate in the decision-making process.
2. The MET/IEP Committee should select one or more eligibility determination checklists, as appropriate, to review the criteria. For an initial evaluation, all possible disability categories based on the evidence should be considered; however, the eligibility determination checklist would only be completed on identified areas using applicable checklists.
3. The MET/IEP Committee should record the date of the meeting.
4. Based upon their review of the evaluation report(s) and the criteria for eligibility, the MET/IEP Committee select the appropriate statement(s) about their determination:
  - a. If eligibility has been determined, record the disability category in the space provided. If the child has a Language/Speech Impairment that is not the primary disability, record this as a related service. The parent must receive a copy of the *Eligibility Determination Report* including any *Eligibility Determination Checklists* completed as part of the meeting. Parents must also receive a *Meeting Invitation* (Appendix PS.D) to develop an Individualized Education Program (IEP) for the child.
  - b. If eligibility is not supported by the data, record the reasons for not determining eligibility, listing criteria not met and/or exclusionary factors. The parent must receive a copy of the *Eligibility Determination Report* including any *Eligibility Determination Checklists* completed as part of the meeting.
5. Each MET/IEP Committee member, including the parent, must sign the Eligibility Determination Report certifying either agreement or disagreement with the determination. If any member does not agree with the eligibility determination, that member must also submit a separate statement presenting their conclusions to the MET Chair. If the parent disagrees with the determination, they must be informed of their right to request an independent education evaluation (IEE) at public expense as outlined in the Procedural Safeguards.

**ELIGIBILITY DETERMINATION REPORT**

PERSONAL DATA		
Child's Name:	MSIS #:	DOB:
District:	School:	Grade:

Based on the attached (re)evaluation report(s) completed, the Multidisciplinary Evaluation Team (MET) or Individual Education Program (IEP) Committee determines that:

- The child meets the criteria for the presence of \_\_\_\_\_
- The child meets the criteria for the presence of a Language/Speech Impairment (LS) that is not the primary disability but requires language and/or speech services as a related service \_\_\_\_\_.
- The child does not meet the criteria for the presence a disability due to:
  - failure to meet required criteria: \_\_\_\_\_
  - exclusionary factors: \_\_\_\_\_

Attach any applicable eligibility determination checklists and required statements from professionals.

Date of Meeting:
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By signing below, I certify that this report DOES reflect my conclusions.		By signing below, I certify that this report DOES NOT reflect my conclusions. I will submit a separate statement with my conclusions.	
Signature	Position	Signature	Position
	MET Chairperson		MET Chairperson
	General Educator		General Educator
	Special Educator		Special Educator
	Parent/Guardian		Parent/Guardian
	Parent/Guardian		Parent/Guardian
	Child		Child
	Language/Speech Pathologist/Therapist		Language/Speech Pathologist/Therapist
	School Psychologist/Psychometrist		School Psychologist/Psychometrist
	Administrator		Other: _____
	Other: _____		Other: _____
	Other: _____		Other: _____
	Other: _____		Other: _____
	Other: _____		Other: _____

**For children who meet the criteria for a Specific Learning Disability (SLD):** The MET/IEP Committee must include the child's general education teacher who is knowledgeable of the child OR a general education teacher licensed to teach children the same age as the child; a special education teacher; and a diagnostic examiner such as a School Psychologist, a Psychometrist, a Speech/Language Pathologist.

**For children who meet the criteria for an Emotional Disability (EmD):** If the MET/IEP Committee concludes a child does not meet the criteria for EmD because all behavior patterns appear to be the result of social maladjustment, this eligibility determination report must indicate this conclusion and documentation must be included to support the conclusion that the behaviors are indicative of social maladjustment.