

## **Expectations for ESER ( Evaluation Summary and Eligibility Report)**

### **Before the Meeting:**

1. Obtain parent signature on Consent for Evaluation
2. Contact parent – set date/time - include administrative secretary
3. Send home Prior Written Notice, Invitation and Parental Rights/Procedural Safeguards
4. Send invitation to parents and other participants at least 10 days prior to the meeting
5. Add student demographics to ESER form
6. Collect and enter all testing results on ESER form

### **At the Meeting:**

1. Offer new copy of Parental Rights
2. Facilitate meeting
3. Document input (from parents, team) on the DRAFT ESER
4. *Collect signatures from all participants*
5. Collect all evaluation protocols from specialists at close of the meeting

### **After the Meeting:**

1. Finalize ESER – making sure all blanks are filled in
2. Make copies and send to all participants
3. Keep ongoing, working file in secure location
4. Send original ESER to district office
5. Be accountable for maintaining timeline for IEP process

**ESER and Initial IEP meeting can be combined.**