



PAYMON ROUHANIFARD  
SUPERINTENDENT

**CAMDEN CITY SCHOOL DISTRICT**

201 N. FRONT ST, CAMDEN, NEW JERSEY 08102  
856-966-2000 • www.camden.k12.nj.us

**Date:** October 27, 2016

**To:** All Child Study Team Staff

**From:** Kristin Patterson-Maas, Supervisor of Special Education Compliance and Data

**CC:** Jill Trainor, Senior Director of Special Services; Katrina McCombs, Deputy Superintendent

**Re:** Special Services Procedures

In light of recent reviews of student files and documentation, the following procedures will be implemented immediately:

## Special Services Procedures

**1. Every Evaluation must have the following attached:**

- Evaluation Report Requirements checklist
- Structured Observation form
- Teacher Interview notes

**2. Every Initial or Reevaluation Eligibility Report must have the following attached:**

- Eligibility Criteria for Disability Categories form (For Speech-Only students, Use the Speech Qualifications Form)
- Initial or Reevaluation Document Checklist

*This is required effective immediately.*

*Failure to complete these requirements will result in progressive disciplinary action.*

ATTACHED: Psychological/Educational Evaluation Report Requirements  
Social Evaluation Report Requirements  
Speech/Language Evaluation Report Requirements  
Structured Observation  
Teacher Interview  
Eligibility Criteria for Disabilities  
Eligibility Criteria for Speech/Language  
Initial Evaluation Document Checklist  
Reevaluation Document Checklist



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