

## **Instruction**

### **Administrative Procedures**

#### **Initiation of Evaluation Process**

- A. Referral Procedures
  - a. Any student attending schools in Mannheim District 83 may be referred by a teacher, administrator, or parent or legal guardian of the student to the Building Principal for evaluation for possible accelerated placement.
  - b. The Principal of the referred student shall obtain written permission from the student's parent(s) or legal guardian(s) to evaluate the student for possible accelerated placement.

#### **Evaluation Process**

- A. Decision Making Process: Mannheim District 83 will utilize a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians.
- B. Multiple Evaluation Criteria: The evaluation process shall include multiple valid, reliable indicators.
- C. Procedures for Identifying Parent/Guardians: A parent or legal guardian will be notified of the outcome of the evaluation process.