

## Dyslexia Decision Making Chart

Purpose	Steps/Procedure	Documents Needed	Performed By
<p style="text-align: center;"><b>Dyslexia Referral</b></p>	<ol style="list-style-type: none"> <li>1. RtI Plan forms, pp. 1-9 as appropriate, completed</li> <li>2. RtI supporting documentation completed</li> <li>3. Dyslexia Two Page Referral is completed</li> <li>4. Notice of Rights given and explained to parent(s)</li> <li>5. Receipt of Rights signed by parent(s)</li> <li>6. Permission to Test signed by parent(s)</li> </ol>	<ol style="list-style-type: none"> <li>1. RtI Plan forms, pp. 1-9 as appropriate (original)</li> <li>2. RtI supporting documentation</li> <li>3. Dyslexia Two Page Referral (original) (Spanish for Bilingual referrals/both for transitioned students)</li> <li>4. Receipt of Rights (original)</li> <li>5. Permission to Test (original)</li> <li>6. Student Profile/iData Portal Profile</li> <li>7. Supporting data (intervention documentation, HLS, TAKS, TPRI/Tejas LEE results, samples of work, etc.)</li> </ol>	<p style="text-align: center;">Dyslexia Coordinator</p>
<p style="text-align: center;"><b>Dyslexia Evaluation / Placement</b></p>	<p><b>Prior to Meeting:</b></p> <ol style="list-style-type: none"> <li>1. Once dyslexia referral is approved by the Dyslexia Department, testing is scheduled (campuses with approved dyslexia evaluators will await referral approval before assessing).</li> <li>2. Assessment data will be scored and report compiled.</li> <li>3. Once evaluation is approved, by the Dyslexia Department, results will be ponied to the Dyslexia Coordinator.</li> <li>4. Send notice of Dyslexia Committee Meeting to parent.</li> <li>5. Determine committee members and schedule meeting.</li> </ol> <p><b>At the Meeting:</b></p> <ol style="list-style-type: none"> <li>1. Review results of the Dyslexia Evaluation Summary (use to guide committee decision).</li> <li>2. Review results of Decoding Skills Test Profile.</li> <li>3. If student qualifies, determine appropriate intervention period/time/course and assign for immediate support.</li> <li>4. Fax Dyslexia Program Qualifying Report to the Dyslexia Department.</li> <li>5. Evaluate for Section 504.</li> <li>6. Complete the Dyslexia/Section 504 Data Entry form and have data clerk input into data base.</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Notification of Dyslexia Committee Meeting (campus developed)</li> </ol> <ol style="list-style-type: none"> <li>1. Dyslexia Evaluation Summary</li> <li>2. Decoding Skills Test Profile</li> <li>3. Dyslexia Initial Placement and Annual Review</li> <li>4. Dyslexia Program Qualifying Report</li> <li>5. 504 Committee Notification of Eligibility and Recommendations</li> <li>6. Dyslexia/Section 504 Data Entry Form</li> </ol>	<p style="text-align: center;">Dyslexia Coordinator</p> <p style="text-align: center;">Dyslexia Committee of Knowledgeable Persons (CKP)</p>

<b>Purpose</b>	<b>Steps/Procedure</b>	<b>Documents Needed</b>	<b>Performed By</b>
<b>Dyslexia Evaluation / Placement continued</b>	<b>After the Evaluation/Placement Meeting:</b> <ol style="list-style-type: none"> <li>1. Report recommendations of Dyslexia Committee Meeting to parent (if not present).</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Notification of Student Eligibility</li> <li>2. Notification of Results (if ineligible)</li> </ol>	Dyslexia Coordinator
<b>Dyslexia Annual Review</b>	<b>Prior to Meeting:</b> <ol style="list-style-type: none"> <li>1. Notice of Dyslexia Annual Review Meeting to parents</li> <li>2. Determine committee members</li> <li>3. Collect data to be reviewed/evaluated</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Notification of Dyslexia Committee Meeting (campus developed)</li> </ol>	Dyslexia Coordinator
	<b>At the Meeting:</b> <ol style="list-style-type: none"> <li>1. Review and consider all data.</li> <li>2. Review Dyslexia Program Annual Evaluation Profile.</li> <li>3. Complete/sign the Dyslexia Initial Decision Placement and Annual Review.</li> <li>4. If continued placement is recommended, determine the appropriate intervention/period/time/course.</li> <li>5. Complete the Dyslexia Program Committee Review Report and fax to the Dyslexia Department.</li> <li>6. Evaluate for continued Section 504 eligibility, appropriate.</li> <li>7. Complete the Dyslexia/Section 504 Data Entry form and have data clerk input into data base.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dyslexia Eligibility Folder</li> <li>2. Data (TPRI/Tejas LEE, TAKS, other)</li> <li>3. Dyslexia Program Annual Evaluation Profile</li> <li>4. Dyslexia Initial Decision Placement and Annual Review</li> <li>5. Dyslexia Program Committee Review Report</li> <li>6. Dyslexia/Section 504 Data Entry</li> <li>7. 504 Committee Notification of Eligibility Recommendations</li> </ol>	Dyslexia Committee of Knowledgeable Persons (CKP)
	<b>After the Evaluation Meeting:</b> <ol style="list-style-type: none"> <li>1. Report recommendations of Dyslexia Annual Review Meeting to parent(s) if not present.</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Notification of Student Eligibility</li> <li>2. Notification of Results (if non-eligible)</li> </ol>	Dyslexia Coordinator

<b>Purpose</b>	<b>Steps/Procedure</b>	<b>Documents Needed</b>	<b>Performed By</b>
<b>Dyslexia Exit/ Monitoring Meeting</b>	<b>Prior to Meeting:</b> 1. Notice of Dyslexia Committee Meeting to Parents 2. Collect data to be reviewed /evaluated 3. Determine committee members	1. Parent Notification of Dyslexia Committee Meeting (campus developed)	Dyslexia Coordinator
	<b>At the Meeting:</b> 1. Review and consider all data. 2. If the student meets <b>two or more</b> of the following criteria, recommendation for exit may be considered: -The student is reading and comprehending grade level text; -The student can read and comprehend content level textbook; -The student has passed the state assessment: (TPRI/Tejas LEE/TAKS); -The student is successful in all content areas without modifications; -The student’s annual evaluation records recommend exiting from the designated dyslexia intervention. 3. Complete/sign the Dyslexia Initial Decision Placement and Annual Review.	1. District and state assessment data 2. Dyslexia intervention documentation 3. Dyslexia Initial Placement and Annual Review	Dyslexia Committee
	<b>After the Meeting:</b> 1. Report recommendations of Dyslexia Committee Review Meeting to parent(s) if not present.	1. Parent Notification of Student Eligibility 2. Notification of Results (if non-eligible)	Dyslexia Coordinator