



## **R.O.P. Vocational Assessment Process**

- 1. Receive Sped Caseload lists from each school**
- 2. Determine who needs to be assessed**
- 3. Schedule Career Center for assessments**
- 4. Set up assessment schedule, and send to Case Carriers along with Pre-Assessment forms**
- 5. Pre-Assessment forms needed back PRIOR to assessment. These forms are important because they:**
  - Assist us in determining appropriate assessment tools to use**
  - Give you an opportunity to let us know if a student has special needs (is a non-reader, is hearing or visually impaired, has behavior problems, needs 1-on-1 assessment)**
- 6. Case Carriers notify students of assessment time, date, location\***
- 7. Give passes to the teachers in which the students will be excused from**
- 8. ASSESS STUDENTS (group)\***
- 9. Meet with students individually**
- 10. Write report (with recommendations)**
- 11. Meet back with students to go over report**
- 12. Send copy of report to Case Carrier, Parents, District Office**
- 13. At end of year, send list of ROP recommendations to ROP Coordinator**

**\* If student is absent on the day of his/her assessment, send on another scheduled day.**

**\*\* Please send an Instructional Aide if student needs more 1-on-1 assistance.**

## **Follow-Up Process**

- 1. Identify Sped students who are in ROP classes.**
- 2. Give ROP teachers a list of their Sped students, including, their home schools and names of their Case Carriers.**
- 3. Send out "Confidential Student Profile" forms to Sped Teachers.**

**When returned, send 1 copy to ROP Teacher, 1 copy to ROP Coordinator, 1 copy to Assessment.**



**4. Follow up on Sped Students at least once a semester or as needed in ROP class.**

**Report any problems, progress, concerns to Sped teacher and ROP Coordinator. Provide interventions when needed.**