

Carson Smith Special Needs Scholarship Assessment Team Meeting Record (ATMR) Instructions

The following guidance is provided to assist participating private schools and Local Education Agencies (LEAs) in fulfilling the Assessment Team Meeting Record (ATMR) requirement of the Carson Smith Special Needs Scholarship Program.

1. It is the responsibility of participating private schools to initiate and convene assessment team meetings (Utah State Board of Education Administrative Rule R277-602-6.D). The Utah State Board of Education (USBE) will inform private schools of Special Needs Scholarship applicant students for whom convening an assessment team meeting is necessary.
2. The assessment team includes the student's parent or guardian, the student's private school classroom teacher, special education personnel from the Local Education Agency (LEA) where the private school is located, and (if available) special education personnel from the private school (Utah Code Sec. 53A-1a-703(1)). It is anticipated that assessment team decisions will be made in a meeting with all parties present. Because assessment team decisions are essential in the determination of student eligibility for the Special Needs Scholarship, private schools should convene teams as expeditiously as practical.
3. The purpose of the assessment team is to arrive at the following conclusions (Utah Code Sec. 53A-1a-704(3)b):
 - a. Is it readily determinable with reasonable certainty that the student has a disability listed in Utah Code Sec. 53A-1a-704(2), and that the student would qualify for special education services if enrolled in a public school.
 - b. If the student would qualify for special education services in a public school, what would be the level of services provided to the student?
4. The quality and quantity of information required to arrive at the decisions of the assessment team meeting are not specified by the statute or rules governing the Special Needs Scholarship program. It is expected that the assessment team will determine what information is appropriate, readily available, and may result in reasonable certainty in its decision. Because the question is very specifically, "Would the student qualify for special education services if enrolled in a public school," the information considered by the assessment team should generally include the type, quality and quantity of information that an LEA would typically require to identify and place a student in a public school special education program.
5. The information used by an assessment team may come from multiple sources. Generally accepted information used for public school special education identification and placement may be produced by private schools using qualified assessment personnel. It may also be provided by LEAs upon request by the private school and the student's parent.
6. Records of assessment team meetings and decisions must be kept by both the private school and the LEA (Utah State Board of Education Administrative Rule R277-602-6(4)(c)(i)). Records of assessment team meetings are confidential records. Both the private school and the LEA are obligated to maintain the privacy of these records. The "Assessment Team Meeting Record" form is available online at the following link: [Assessment Team Meeting Record form](#) for use by assessment teams. It is expected that use of this form will standardize and clarify the assessment team process.
7. Because assessment team decisions are used by the Utah State Board of Education (USBE) to determine Special Needs Scholarship eligibility and scholarship amount, **copies of the ATMR must be sent to the USBE** when a decision on a student is reached. **It is the responsibility**

of the private school to inform the USBE of assessment team decisions. The use of the ATMR form will ensure accurate communication of these decisions to the USBE.