

# SOP: Identification and Assessment of Students with Diverse Learning Needs

This SOP details the process for the **identification and assessment of students with diverse learning needs**, including initial screening, comprehensive evaluation, collaborative input from educators and specialists, use of standardized assessment tools, continuous monitoring of student progress, and development of individualized education plans. The goal is to ensure accurate identification and support for students to optimize their learning outcomes and provide tailored educational strategies.

## 1. Purpose

To establish a systematic approach for identifying and assessing students with diverse learning needs, ensuring every student receives appropriate support for optimal educational outcomes.

## 2. Scope

This SOP applies to all educators, specialists, and relevant staff involved in student identification, assessment, and support processes within the educational institution.

## 3. Responsibilities

- **Teachers:** Observe and refer students who show signs of diverse learning needs.
- **Special Education Staff/Specialists:** Conduct assessments and collaborate in planning.
- **School Counselors/Psychologists:** Facilitate comprehensive evaluations and monitoring.
- **Administrators:** Ensure adherence to procedures and facilitation of necessary resources.
- **Parents/Guardians:** Provide relevant information and collaborate throughout the process.

## 4. Procedure

1. **Initial Screening**
  - Teachers use classroom observations and basic screening tools to identify students who may need further assessment.
  - Concerns are discussed with specialists and documented.
2. **Referral**
  - Referred students are registered for further evaluation via an established referral form.
3. **Comprehensive Evaluation**
  - Multidisciplinary team conducts in-depth assessments using standardized tools tailored to the student's needs.
  - Gather input from teachers, specialists, and parents/guardians.
4. **Collaboration and Review**
  - Assessment results are reviewed collaboratively to ensure a holistic understanding of the student's needs.
5. **Development of Individualized Education Plan (IEP)**
  - IEP is developed in collaboration with educators, specialists, parents, and, when appropriate, the student.
  - Plan includes goals, strategies, accommodations, and monitoring metrics.
6. **Continuous Monitoring and Review**
  - Student progress is monitored regularly against the IEP.
  - IEP is reviewed and updated at least annually or as needed based on progress.
7. **Documentation and Confidentiality**

- All findings and plans are documented securely.
- Confidentiality is maintained in accordance with institutional and legal guidelines.

## **5. Standardized Tools and Resources**

- Observation checklists and developmental screeners
- Standardized cognitive and academic assessment instruments
- Social, emotional, and behavioral evaluation measures
- Parent/guardian and teacher feedback forms
- IEP templates and progress tracking forms

## **6. Review and Continuous Improvement**

The identification and assessment process will be reviewed annually to incorporate best practices and improve effectiveness in supporting students with diverse learning needs.