

**TMCSEA**  
**Tazewell Mason Counties Special Education Association**  
**300 Cedar Street Pekin IL, 61554-2576**  
**Ph. 309/347-5164 - Fax 309/346-0440**

**Medical Review Process**

1. A TMCSEA member district has a domain meeting, determines the need for a Medical Review and that they would like the TMCSEA Certified School Nurse to complete this review
2. The TMCSEA member district completes a LIDS student request for service form and submits the form and a copy of the parent consent to evaluate/domain page to the [Tina Larzarz](#) LIDS Coordinator
  - a. [Student Request for Service](#) Form
3. The forms are processed and forwarded to a TMCSEA School Nurse
4. The Certified School nurse will contact the student's parents/guardian, have them fill out and return the following information:
  - a. An [Authorization to Release/Obtain of Information](#) Form (for each doctor including specialists)
  - b. [Student Health History](#) form
5. The student will be observed by the Certified School Nurse, who will also review the student's medical and education records. The parent/guardian will be contacted for a short interview and follow up from the observation.
  - a. [Student Observation](#) form-
6. The coordinator will be contacted to inform them that the Medical Review has been completed, a Medical Review Report will be generated and a School Nurse will attend the IEP meeting when possible.