



Basic Special Education Process and Procedures Checklist

Referral:

- Was there a written or verbal parent request for evaluation? If it was a verbal parent request, it is important to get that request in writing. The team needs to respond to the parent within a reasonable time not to exceed 14 days of whether or not they are going to assess the child. If they are denying the parental request, a prior written notice should be sent out explaining why the district is denying the request.
- If the student is being referred to the Child Study Team for possible evaluation, the written referral should be completed. Within that referral should be the two planned documented pre-referral interventions that were completed and results of those interventions (supporting data). Pre-referral interventions are not required by early childhood, in urgent situations, or for parent requests; however, the pre-referral interventions could be done alongside an evaluation conducted at parental request.
- Before a child is evaluated, the written referral, interventions, and results of the interventions should be reviewed by the Child Study team.

Evaluation/Re-evaluation:

- When the decision to move forward with an initial assessment is made, the team should contact the parents to set up a team meeting. A notice should be sent to the family, and the family should be involved in the decisions made about the evaluation.
- After the meeting, a Notice of Education Evaluation/Re-evaluation plan should be drafted up and sent home to the parent for signature. Is transition being evaluation if the student is turning 14 or in 9th grade? Is assistive technology being considered for the student? In the case of re-evaluation, the team can proceed if permission is not returned within 14 calendar days.
- The team should conduct the evaluation and complete all components of the plan. The evaluation/re-evaluation should be completed and written within 30 school days.
- If a meeting is going to be held to discuss test results, a meeting notice should be sent home to the parent(s) prior to the evaluation meeting.
- If not, be sure that the evaluation report is sent home to the parents. If services are being discontinued or the student did not qualify for services, a prior written notice should accompany the evaluation with an explanation of why. A parental signature page should also go with it, as the parent has the right to object the evaluation results.

IEP:

- An IEP meeting should be held within 30 calendar days of determination of eligibility for Special Education.
- Was the Team Meeting Notice sent and required team members invited?
- Was the IEP written and implemented within 10 school days of the IEP meeting?
- Is there a direct relationship between the evaluation, present levels of performance, goals and

- objectives, and services (internal consistency)?
- Is the IEP current (a new IEP should be developed annually)?
- Was a transition IEP format used for students are 14 years old or in 9th grade?
- Was a Prior Written Notice form and a Parental Consent/Objection form sent to the parent with the new IEP at least 14 days prior to the anticipated start date?
- Was the Parental Consent/Objection form returned and signed in agreement with the new IEP before services begin? (for an initial IEP a signature is required, for an annual IEP the team can wait 14 calendar days and implement the plan without signature).
- Were the students new accommodations shared with the appropriate general education staff?
- Did you inform the cooperative that a new IEP had been written?
- Was a copy of the IEP sent to the resident district if applicable?

Change in Services Process:

- For significant changes, arrange an IEP meeting and send the Notice of a Team Meeting form. For minor changes (accommodations change), discuss proposed changes with student's parent and appropriate team members. Document in Contact Log...
- Make sure that the current IEP has been finalized before making changes.
- Complete a new IEP services page listing proposed changes.
- Finalized changed IEP.
- Send home the new page with a Prior Written Notice and Parental Consent/Objection form.
- Begin new services after receiving Parental Consent or after a 14 day wait time.
- Inform the Cooperative Office of Changes using the electronic Change Form.

Other:

- Was progress reporting done in a timely manner consistent with the IEP?
- Did you include an access log with starting a new Special Education file?
- Was a re-evaluation conducted prior to determining that a child is no longer a child with a disability? (not required for graduation).
- When exiting a student from Special Education was a Prior Written Notice completed?
- Were ESY decisions made based on data about regression and recoupment of skills or self-sufficiency issues?
- Were Parent Procedural Safeguards sent when appropriate?
- Did you complete a Summary of Performance for all students graduating?

4/24/2015