

What Form Do I Need?

Information/Forms That Need to be Sent to the Student Records

IEP Meeting

- Meeting Notification
- Staffing Notes
- IEP and MIS Teacher Information Page
- Notice and Consent for change in services/placement –if any ement was made or if **any service**
added deleted

Initial Evaluation

- General Education Intervention Documentation
- Consent for Evaluation
- Meeting Notification
- Evaluation Report
- Staffing Notes
- Notice and Consent for Identification, Services, and Placement
- IEP--if placed and MIS Teacher Information Page

Reevaluation

- Notice and Consent for Reevaluation
- Meeting Notification
- Staffing Notes
- IEP--if placed and MIS Teacher Information Page
- Reevaluation Report
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Dismissal IEP Meeting

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Graduation

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Dismissal of a Related Service (e.g. PT, OT, SL, APE, SW)

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All About Amending IEPs

Sometimes teams wish to make a change to an IEP but don't want to redraft the entire IEP. This is appropriate if the team wishes to revise only a small portion of the IEP and there is no need to review the entire IEP. When such an amendment between annual meetings occurs, the annual IEP date does NOT change.

THE PROCESS FOR DOING THIS IS AS FOLLOWS:

Paper Reduction Method If parties (parent, classroom teacher, special education teacher, principal) agree to amend an IEP without an IEP meeting

- Use the IEP Amendment Form that can be found in WebKIDSS under the function pull-down menu.
 - ✓ Complete the text box and describe the change and indicate the date the change is to take effect.
 - ✓ All participants must sign the form – if parent participates via telephone, the parent does NOT need to sign the form (simply print the parent's name and indicate "via phone conference")
 - ✓ Provide a copy of the form to parents.
 - Obtain parent consent on a Change in Placement/Services Consent form, if necessary.
 - Send the Amendment Form to the MIS clerk, keeping a copy for yourself.
 - Update the "Anticipated Services" chart in WebKIDSS, print a Teacher Information Page, and send to the MIS clerk – within 2 weeks!
- Do NOT change the "IEP date"**

Alternate Method

PLUS the required paperwork for any IEP meeting

- ✓ 10-day parental meeting notice;
- ✓ All required participants at the meeting;
- ✓ Staffing notes

➤ Important...consent is still required for changes in services or placement.

Progress Reports

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What NOT to Send

- Alternate assessments
- Teacher's working file
- Student work samples