

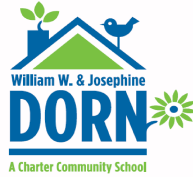
Please find our plan in tracking IEP's and Revaluations while ensuring consistent compliance with state and federal guidance in supporting students with special needs. The following guidelines are:

1. Implemented every year
2. Are updated and reviewed (as needed) to best meet the many needs of our students.

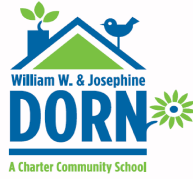
We strive to be consistent in our compliance and have included the Special Ed Process flow chart, which begins before the IEP process to ensure that we are meeting our Tier I, Tier II and Tier III student's unique needs.

At the beginning of each school year: The Special Ed Director will

1. Create updated list of the following:
  - ✓ Annual IEP's date due
  - ✓ Re-Evaluations due before December date due
1. Review IEP List monthly with all Sp Ed Staff
  - Schedule IEP's that are due monthly*
  - Complete the following*
  - a. Prior Written Notice of Meeting Special Ed Director/ Sped Teacher
    - ✓ 2 week notice
  - b. Contact parents Special Ed Director/Sped Teacher
    - ✓ 1 week prior to IEP date
  - c. Inform following participants of IEP meeting Special Ed Director/Sped Teacher
    - ✓ General Ed teacher
    - ✓ Special Ed teacher
    - ✓ SLP, OT, SW
    - ✓ Administrator
    - ✓ The student when appropriate
    - ✓ Other
  - d. Facilitate meeting - making sure to provide for significant learning and for meaningful educational benefit for the student to improve their educational performance outcomes Special Ed Director
  - e. Create and review appropriate goals for the child IEP Team, Case Managers



- f. ensure all IEP participants understand their responsibilities in the IEP's implementation before they sign the IEP form Special Ed Director
  - g. Review Prior Written Notice of Proposed Actions Case Managers
  - h. Review parent rights
  - i. Acquire Parents signature on the parent consent for school to proceed with actions indicated on the Prior Written notice of Proposed Actions.
  - j. Make copies of IEP for Parent and Sp Ed Teacher
  - k. Share copy of accommodations page with General Ed teacher
  - l. Report information into STARS
2. Review Re-Evaluations list Monthly  
*Schedule Re-Evaluations that are due*  
*Complete the following* Special Ed Director/SpEd Teacher/Ancillary
- a. Determine Re-Evaluations due in next 2 months Special Ed Director
  - b. Complete the REED
    - ✓ gather parent's input
    - ✓ gather current input from teacher, OT, SLP, SW
    - ✓ list all assessment results
    - ✓ review of previous evaluations
    - ✓ review of all current information from special ed and related services
    - ✓ Answer all questions and determine if there is a need for additional data or not.
  - c. Determine if assessments are needed for the re-evaluation based on the child's needs identified in the REED
  - d. PWN- Intent to evaluate
  - e. Acquire signed Permission to Evaluate from parent **Special Ed Director**
  - f. Have 45 days to complete evaluation from date parent signs the form. **Special Ed Director**
  - g. Acquire Diagnostician to complete evaluation **Special Ed Director**
  - h. Schedule student evaluation date(s) **Special Ed Director**
  - i. Schedule IEP/Reevaluation meeting to review results of evaluation



- j. Prior Written Notice of Meeting **Special Ed Director**
    - ✓ 2 week notice
  - k. Contact parents **Special Ed Director**
    - ✓ 1 week prior to IEP date
  - l. Inform following participants of IEP/Reevaluation meeting **Special Ed Director**
    - ✓ General Ed teacher
    - ✓ Special Ed teacher
    - ✓ SLP, OT, SW
    - ✓ Diagnostician
    - ✓ Administrator
    - ✓ Other
  - m. Facilitate meeting - making sure to provide for significant learning and for meaningful educational benefit for the student to improve their educational performance outcomes **Special Ed Director**
  - n. Create and review appropriate goals for the child **Case Managers, IEP Team**
  - o. Insure all IEP participants understand their responsibilities in the IEP's implementation before they sign the IEP form **IEP Team**
  - p. Review Prior Written Notice of Proposed Actions **Special Ed Director**
  - q. Review parent rights **Special Ed Director**
  - r. Acquire Parents signature on the parent consent for school to proceed with actions indicated on the Prior Written notice of Proposed Actions. **Special Ed Director**
  - s. Make copies of IEP for Parent and Sp Ed Teacher **Special Ed Director**
  - t. Share copy of accommodations page with General Ed teacher **Special Ed Director**
  - u. Report information into STARS **Special Ed Director**
3. Monitor the IEP to be sure that it is appropriate, revising it as needed for continuous progress to provide comprehensive information and guidance.  
**Case Managers**
4. Progress Towards Goals Send out to parents 3 times per year. **Case Managers**



5. Other Possible IEP's Special Ed Director coordinate
  1. Initial IEP's
    - a. Require prior SAT Team process and Referral
    - b. Require Parent consent to Evaluate
    - c. Require Evaluation by Diagnostician
    - d. Require IEP Meeting with Parents  
(following the process describe above for IEP's)
    - e. Require consent for placement
  2. Transfer IEP's
    - a. Review IEP from another District/State
    - b. Schedule IEP to review, revise, modify as needed,  
focusing on child's academic and social needs.  
(Following the process describe above for IEP's)
  3. IEP to add services
    - a. Schedule IEP when adding new services  
(Following the process describe above for IEP's)