EXCEPTIONAL CHILDREN FOLDER REFERENCE CHECKLIST

Public Schools of Robeson County

STUDENT NAME: SCHOOL:

|  |  |  |  |
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| **Referral/Initial Placement** | **Reevaluation**  **No Further Assessments Needed** | **Reevaluation**  **Additional Info. Assessment** | **Annual Review of IEP** |
| ☐ RTI Packet from SSMT Chairperson | ☐ DEC/Due Process/Invitation to Conference- 10 day notice & reminder | ☐ DEC /Due Process/Invitation to Conference- 10 day notice & reminder | ☐ DEC /Due Process/Invitation to Conference- 10 day notice & reminder |
| ☐ DEC/Due Process/Invitation to Conference- 10 day notice & reminder | **☐ Notify your compliance specialist that drafted forms are available for review** | **☐ Notify your compliance specialist that drafted forms are available for review** | **☐ Notify your compliance specialist that drafted forms are available for review** |
| **☐ Notify your compliance specialist that drafted forms are available for review** | ☐ DEC 7 | ☐ DEC 7 Reevaluation Report | ☐ DEC/4 IEP/Develop New IEP Transition Plan 14 years and older |
| ☐ DEC 1 Referral | ☐ DEC 3 Eligibility Determination | ☐ DEC 2 Permission to Evaluate | ☐ DEC 5 Prior Written Notice |
| ☐ DEC 2 Permission to Evaluate | ☐ DEC 4 Revisit/Sign Existing IEP following Reevaluation OR develop NEW IEP with required components | ☐ Complete memorandum for testing  When testing comes back, proceed to next steps | ☐ Transfer of Rights Letter |
| ☐ Complete memorandum for testing | ☐ DEC 5 | ☐ Due Process/Invitation to Conference- 10 day notice & reminder | ☐ Give Parent Survey |
| ☐ DEC/Due Process/Invitation to Conference- 10 day notice & reminder | ☐ Give Parent Survey | ☐ DEC 3 Summary of Evaluation/Eligibility Worksheet(s) for each category considered  ☐ DEC 3 Eligibility Determination | ☐ **DEC-5 provision of FAPE** |
| ☐ DEC 3 Summary of Evaluation/Eligibility Worksheet(s) for each category considered |  | ☐ DEC 4 Revisit/Sign Exiting IEP following Reevaluation Or Develop NEW IEP with required Components | ☐ Change in educational services |
| ☐ DEC 3 Eligibility Determination |  | ☐ DEC 5 | ☐ Due Process/Invitation to Conference- 10 day notice & reminder |
| ☐ DEC 4 IEP |  | ☐ Give Parent Survey | ☐ DEC 4 IEP change existing IEP and sign in addendum section |
| ☐ DEC 5 Prior Written Notice |  | ☐ **Manifestation Determination (HELD WITH 10 SCHOOL DAYS)** | ☐ DEC 5 Prior Written Notice |
| ☐ DEC 6 Permission to Place |  | ☐ DEC 5A – Principal sends home with suspension letter and handbook of parent rights | ☐ **EXIT** |
| ☐ Give Parent Survey |  | ☐ Manifestation determination form completed by the IEP team | ☐ Due Process/Invitation to Conference- 10 day notice & reminder |
| ☐ COSF-Preschool Only |  | ☐ Behavior Intervention Plan  ☐ Functional Behavioral Assessment | ☐ DEC 7 (Follow Reevaluation Steps as Indicated) |