

AT A GLANCE



**WAKE COUNTY PUBLIC SCHOOL
SYSTEM**

SPECIAL EDUCATION SERVICES

PROCESSES and PAPERWORK

REVISED: June, 2011

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INITIAL REFERRALS:

- INITIAL REFERRALS SUBMITTED BY STUDENT SUPPORT TEAM
- OUT OF STATE TRANSFERS

PROCESS	PAPERWORK REQUIRED
<p>Upon SST decision, the SST team must immediately notify the IEP team with the written referral. This starts the 90 day timeline. Invite parents to an IEP team meeting to discuss the need for a referral for Special Education Services. When students transfer from out of state, the 90 day timeline begins on the date the school is aware that the student is a student with a disability.</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained) Procedural Safeguards: Handbook on Parents’ Rights</p>
<p>REFERRAL: The IEP team considers existing data and completes the referral. The IEP team determines if an evaluation should be conducted, if no evaluation is necessary, or if eligibility can be determined with information that is provided. Complete A, B, or C below.</p>	
<p>A -- If the team chooses to evaluate, obtain parental permission. Specify what areas of information are needed for the evaluation. Give a copy of the SST information, DEC 1, and DEC 2 to your school psychologist and/or related service personnel. A full and comprehensive evaluation in all areas of suspected disabilities and addressing the unique needs of the student as indicated on the DEC 1 and DEC 2 should be completed prior to eligibility determination. Complete Prior Written Notice (DEC 5) to document decisions reached.</p> <p>Proceed to Eligibility Section below.</p> <p>If parent does not give consent for evaluation: EasyIEP – Eligibility (to update eligibility in EasyIEP)</p> <ul style="list-style-type: none"> • Update Initial Eligibility date with date DEC 2 is signed • Update the Database • Check box next to “Initial Eligibility” and choose “No” under “Eligible?” • Update the Database • Check box on left and choose Parent Refused Consent from dropdown list. • Update the Database 	<p>DEC 1 – Referral for Special Education Services (EasyIEP – Documents)</p> <p>EasyFax:</p> <ul style="list-style-type: none"> • SST documentation (EasyIEP – Documents -Other Cover Sheet) • Documentation of interventions (EasyIEP – Documents - Other Cover Sheet) • Out of State Special Education documentation (EasyIEP – Documents - Transfer Student Cover Sheet) <p>DEC 2 – Consent for Evaluation (EasyIEP – Documents, EasyFax when signature is obtained)</p> <p><u>IF A TRANSFER STUDENT, DOCUMENT COMPARABLE SPECIAL EDUCATION AND/OR RELATED SERVICES IN THE MEETING MINUTES.</u></p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p>

<p>B -- If the team chooses not to evaluate, document the decision on the DEC 1.</p> <p>Complete the Prior Written Notice (DEC 5) including “Will not be evaluated” under the eligibility heading. The referral process ends here. All information goes in a red folder contained within the student’s cumulative record.</p>	<p>DEC 1 – Initial Referral (EasyIEP – Documents)</p> <p>EasyFax:</p> <ul style="list-style-type: none"> • SST documentation (EasyIEP – Documents -Other Cover Sheet) • Documentation of interventions (EasyIEP – Documents - Other Cover Sheet) • Out of State Special Education documentation (EasyIEP – Documents - Transfer Student Cover Sheet) <p>DEC 5 – Prior Written Notice (EasyIEP – Documents – Concludes the initial referral)</p> <p>EasyIEP – Eligibility (to update eligibility in EasyIEP)</p> <ul style="list-style-type: none"> • Update Initial Eligibility date with date of meeting • Update the Database • Check box next to “Initial Eligibility” and choose “No” under “Eligible?” • Update the Database <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>
<p>C -- If the team chooses to determine eligibility based on existing data, document the decision on the DEC 1. (Note: Team should check to ensure that all evaluation components in all areas of suspected disabilities are part of existing information and related to the unique needs of the student.)</p> <p>Complete the Prior Written Notice (DEC 5) if meeting ends after IEP teams reaches a decision to determine eligibility using existing data.</p> <p>Proceed to Eligibility section below.</p>	<p>DEC 1 – Referral for Special Education Services (EasyIEP – Documents)</p> <p>EasyFax:</p> <ul style="list-style-type: none"> • SST documentation (EasyIEP – Documents -Other Cover Sheet) • Data based documentation of research based interventions/instruction (EasyIEP – Documents - Other Cover Sheet) • Existing Evaluations (EasyIEP – Documents – Evaluations Cover Sheet) <p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p>

<p>ELIGIBILITY: Upon completion of the evaluations, invite the parents to meet with the IEP team to discuss the evaluation results, determine eligibility, and IEP development, if appropriate.</p> <p>Review all evaluations and assessments and determine eligibility.</p> <p>Complete the Prior Written Notice (DEC 5) if meeting ends after IEP teams reaches a decision to determine eligibility.</p> <p>If eligible, continue to IEP development.</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained)</p> <p>EasyFax:</p> <ul style="list-style-type: none"> • Evaluation Reports (EasyIEP – Documents – Evaluations Cover Sheet) <p>EasyIEP - DEC 3 Process</p> <ul style="list-style-type: none"> • Purpose of Meeting • Assessment Summary • Worksheet(s) • Eligibility Determination (Team must sign if considering SLD, EasyFax signed DEC 3 for SLD only) <p>DEC 5 – Prior Written Notice (EasyIEP – Documents – Concludes the initial referral if ineligible)</p>
<p>IEP DEVELOPMENT: If the student is eligible, the IEP team may develop the IEP on the same day as the eligibility or reschedule if the timeline permits. The Prior Written Notice (DEC 5) is completed following eligibility if the IEP will be developed on another date. The IEP must be developed within 30 days, which is still a part of the 90-day timeline. The IEP team must give Prior Written Notice (DEC 5) of all decisions made and obtain Consent for Initial Provision of Special Education Services.</p> <p>(If the parent signs “no” on the DEC 6 - Consent for Initial Provision of Special Education Services, complete Prior Written Notice (DEC 5) stating the decisions made and that the parent refused consent for services.)</p> <p><i>If parent does not give consent for services:</i> EasyIEP – Eligibility (to update eligibility in EasyIEP)</p> <ul style="list-style-type: none"> • Update Initial Eligibility date with date DEC 6 is signed indicating refusing services • Update the Database • Check box on left and choose Parent Refused Consent from dropdown list. • Update the Database 	<p>Invitation(s) to Conference (EasyIEP – IEP Process – Team Information -EasyFax when signature is obtained)</p> <p>DEC 4 – IEP (EasyIEP – IEP Process)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents – Concludes the initial referral, must document eligibility, initial placements and IEP decisions)</p> <p>DEC 6 - Consent for Initial Provision of Special Education Services (EasyIEP – Documents - EasyFax when signature is obtained)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>

INITIAL REFERRALS:

- **PARENT REQUEST FOR AN INITIAL REFERRAL**
- **PRIVATE EVALUATIONS SUBMITTED BY PARENT FOR STUDENTS SUSPECTED OF HAVING A DISABILITY BUT NOT CURRENTLY IDENTIFIED**

PROCESS	PAPERWORK REQUIRED
<p>1. If a parent makes a request for an initial evaluation in writing, the 90 day timeline begins upon receipt of the written request. Invite the parents to a meeting to be held within 7-10 days and begin the initial referral process.</p> <p>2. If a parent makes a request for an initial evaluation verbally, or provides a private evaluation with the intent for initial referral, send an Invitation to Conference for a meeting to be held within 7-10 days. The school is responsible for immediately providing assistance to the parents to put the request for evaluation in writing. The 90 day timeline begins upon receipt of the written request.</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained) Procedural Safeguards: Handbook on Parents’ Rights</p> <p>DEC 1 – Referral for Special Education Services (EasyIEP – Documents)</p> <p>EasyFax (EasyIEP – Documents –Evaluations and Other Cover Sheet):</p> <ul style="list-style-type: none"> • Written Request for Referral • Parent Information • Private Reports
<p>REFERRAL: The IEP team considers existing data and completes the referral. The IEP team determines if an evaluation should be conducted, if no evaluation is necessary, or if eligibility can be determined with information that is provided.</p> <p>Complete A, B, or C below.</p>	
<p>A -- If the team chooses to evaluate, obtain parental permission. Specify what areas of information are needed for the evaluation. Give a copy of the DEC 1 and DEC 2 to your school psychologist and/or related service personnel. Start/continue interventions through PLTs or SST. A full and comprehensive evaluation <u>in all areas</u> of suspected disabilities and addressing unique needs as indicated on the DEC 1 and DEC 2 must be completed. Prior Written Notice (DEC 5) is completed to document decisions reached.</p> <p>Proceed to Eligibility Section below.</p>	<p>DEC 1 – Referral for Special Education Services (EasyIEP – Documents)</p> <p>DEC 2 – Consent for Evaluation (EasyIEP – Documents, EasyFax when signature is obtained)</p> <p>EasyFax:</p> <ul style="list-style-type: none"> • SST documentation (EasyIEP – Documents -Other Cover Sheet) • Data based documentation of research based interventions/instruction (EasyIEP – Documents - Other Cover Sheet) <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>

<p><i>If parent does not give consent for evaluation:</i> <i>EasyIEP – Eligibility</i> (to update eligibility in EasyIEP)</p> <ul style="list-style-type: none"> • Update Initial Eligibility date with date DEC 2 is signed • Update the Database • Check box next to “Initial Eligibility” and choose “Parent Refused Consent” under “Eligible?” • Update the Database 	<p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p>
<p>B -- If the team chooses not to evaluate, document the decision on the DEC 1. Complete the Prior Written Notice (DEC5) including “Will not be evaluated” under the initial referral heading. The referral process ends here. All information goes in a red folder in the student’s cumulative record.</p>	<p>DEC 1 – Initial Referral (EasyIEP – Documents)</p> <p>EasyFax:</p> <ul style="list-style-type: none"> • SST documentation (EasyIEP – Documents -Other Cover Sheet) • Data based documentation of research based interventions/instruction (EasyIEP – Documents - Other Cover Sheet) <p>DEC 5 – Prior Written Notice (EasyIEP – Documents – Concludes the initial referral)</p> <p>EasyIEP – Eligibility (to update eligibility in EasyIEP)</p> <ul style="list-style-type: none"> • Update Initial Eligibility date with date of meeting • Update the Database • Check box next to “Initial Eligibility” and choose “No” under “Eligible?” • Update the Database <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>
<p>C -- If the team chooses to determine eligibility based on existing data, complete summary of evaluations, eligibility worksheet(s) and eligibility determination. Complete the Prior Written Notice (DEC 5) if the IEP will be developed on another date. (Note: Team should check to ensure that all evaluation components in all areas of suspected disabilities are part of existing information and related to the unique needs of the student.)</p> <p>Proceed to Eligibility section below.</p>	<p>DEC 1 – Referral for Special Education Services (EasyIEP – Documents)</p> <p>EasyFax:</p> <ul style="list-style-type: none"> • SST documentation (EasyIEP – Documents -Other Cover Sheet) • Data based documentation of research based interventions/instruction (EasyIEP – Documents - Other Cover Sheet) • Existing Evaluations (EasyIEP – Documents – Evaluations Cover Sheet) <p>DEC 5 – Prior Written Notice (EasyIEP – Documents – Concludes the initial referral)</p>

<p>ELIGIBILITY: Upon completion of the evaluations, invite the parents to meet with the IEP team to discuss the evaluation results, determine eligibility, and IEP development, if appropriate.</p> <p>Review all evaluations and assessments and determine eligibility.</p> <p>Complete the Prior Written Notice (DEC 5) if meeting ends after IEP teams reaches a decision to determine eligibility.</p> <p>If eligible, continue to IEP development.</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained) Procedural Safeguards: Handbook on Parents’ Rights</p> <p>EasyFax:</p> <ul style="list-style-type: none"> Evaluation Reports (EasyIEP – Documents – Evaluations Cover Sheet) <p>EasyIEP - DEC 3 Process</p> <ul style="list-style-type: none"> Purpose of Meeting Assessment Summary Worksheet(s) Eligibility Determination (Team must sign if considering SLD, EasyFax signed DEC 3 for SLD only) <p>DEC 5 – Prior Written Notice (EasyIEP – Documents – Concludes the initial referral if ineligible)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>
<p>IEP DEVELOPMENT: If the student is eligible, the IEP team may develop the IEP on the same day as the eligibility or reschedule if the timeline permits. The Prior Written Notice (DEC 5) is completed following eligibility if the IEP will be developed on another date. The IEP must be developed within 30 days, which is still a part of the 90-day timeline. The IEP team must give Prior Written Notice (DEC 5) of all decisions made and obtain Consent for Initial Provision of Special Education Services.</p> <p>(If the parent signs “no” on the consent for special education services form, complete Prior Written Notice (DEC 5) stating the decisions made and that the parent refused consent for services.)</p> <p>If parent does not give consent for services (DEC 6): EasyIEP – Eligibility (to update eligibility in EasyIEP)</p> <ul style="list-style-type: none"> Update Initial Eligibility date with date DEC 6 is signed Update the Database Check box next to “Initial Eligibility” and choose “Parent Refused Consent” under “Eligible?” Update the Database 	<p>Invitation(s) to Conference (EasyIEP – IEP Process – Team Information -EasyFax when signature is obtained)</p> <p>DEC 4 – IEP (EasyIEP – IEP Process)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents – Concludes the initial referral, must document eligibility, initial placement, and IEP decisions)</p> <p>DEC 6 - Consent for Initial Provision of Special Education Services (EasyIEP – Documents - EasyFax when signature is obtained)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>

REEVALUATION

- REEVALUATION
- ADD/DELETE RELATED SERVICES (for Transportation see page 24)
- OBTAINING ADDITIONAL EVALUATIONS
- EXIT FROM SPECIAL EDUCATION
- PRIVATE EVALUATIONS SUBMITTED BY PARENT FOR STUDENT CURRENTLY IDENTIFIED

PROCESS	PAPERWORK REQUIRED
<p>Invite the parents to a meeting to be held within 7-10 days to begin reevaluation process.</p> <p>The IEP team considers any information provided by team members including evaluations provided by parent. The IEP team determines if formal assessment, informal assessment or no additional data is needed. Prior Written Notice (DEC 5) is completed to document decisions reached. Complete A, B, or C below.</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained) Procedural Safeguards: Handbook on Parents’ Rights</p> <p>DEC 7– Reevaluation Determination (Easy IEP – Documents, obtain and EasyFax signature ONLY if parent disagrees with team decision not to evaluate)</p> <p>EasyFax parent provided evaluations (EasyIEP – Documents – Evaluations Cover Sheet)</p>
<p>A -- If the team determines <u>formal evaluations are required</u>, the IEP team obtains parental permission. The team must determine which formal evaluations are needed. Obtain parental permission for evaluation (DEC 2). Prior Written Notice (DEC 5) is completed to document decisions reached.</p>	<p>DEC 2 – Consent for Evaluation (EasyIEP – Documents, EasyFax when signature is obtained)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>
<p>Once additional <u>formal</u> evaluations have been collected, the IEP team reconvenes and completes the DEC 3 Eligibility process, reviews the IEP, amends the end date (when applicable) and completes a Prior Written Notice (DEC 5).</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained) Procedural Safeguards: Handbook on Parents’ Rights</p> <p>EasyIEP - DEC 3 Process</p> <ul style="list-style-type: none"> • Purpose of Meeting • Assessment Summary • Worksheet(s) • Eligibility Determination (Team must sign if considering SLD, EasyFax signed DEC 3 for SLD only) <p>DEC 4 – Review/Revise/Develop the IEP (EasyIEP – IEP Process)</p>

	<p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>
<p>B -- If the team determines <u>informal evaluations are required</u>, the team must determine which informal assessments to be administered. Document decisions on Prior Written Notice (DEC 5) if the meeting ends.</p>	<p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>
<p>Once additional <u>informal</u> evaluations have been collected, the IEP team reconvenes and completes the DEC 3 process, reviews/revises the IEP, amends the end date (when applicable) and completes a Prior Written Notice (DEC 5).</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained) Procedural Safeguards: Handbook on Parents’ Rights</p> <p>EasyIEP - DEC 3 Process</p> <ul style="list-style-type: none"> • Purpose of Meeting • Assessment Summary • Worksheet(s) • Eligibility Determination (Team must sign if considering SLD, EasyFax signed DEC 3 for SLD only) <p>DEC 4 – Review/Revise/Develop the IEP (EasyIEP – IEP Process)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>
<p>C -- If the team determines no additional data is needed, the team completes the DEC 3 process, reviews the IEP, amends the end date (if conducting an annual review), and completes the Prior Written Notice (DEC 5).</p>	<p>EasyIEP - DEC 3 Process</p> <ul style="list-style-type: none"> • Purpose of Meeting • Eligibility Determination (Team must sign if considering SLD, EasyFax signed DEC 3 for SLD only) <p>DEC 4 – Review/Revise/Develop the IEP (EasyIEP – IEP Process)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>

IN-STATE TRANSFERS:

PROCESS	PAPERWORK REQUIRED
<p>If a student has a current IEP that was in effect in a previous LEA in NC, the school, in consultation with the parents, provides FAPE to the child (including special education and/or related services <u>comparable</u> to those described in the child’s IEP from the previous LEA).</p>	
<p>The school will contact the previous LEA to obtain paperwork. Complete A, B, or C below.</p>	
<p>A -- If all required forms and evaluations (DEC 1 – DEC 7 if applicable) have been obtained and are current, <u>develop a new IEP</u> prior to the next Child Count using the information/IEP from the previous LEA. (The team must have evaluation reports not just scores). Complete Prior Written Notice (DEC 5.)</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained) Procedural Safeguards: Handbook on Parents’ Rights</p> <p>DEC 4 – Review/Revise/Develop the IEP (EasyIEP – IEP Process)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – IEP Process)</p> <p>Copy of Evaluations from other district (EasyIEP – Documents –Evaluations Cover Sheet - EasyFax)</p> <p>DEC 6 – Consent for Services</p> <ul style="list-style-type: none"> • If there is a signed DEC 6 from previous district, EasyFax using Transfer Cover Sheet (EasyIEP – Documents), • If there is no signed DEC 6, create and finalize a new DEC 6 (EasyIEP – Documents), have parent sign, and EasyFax document with bar code. <p>EasyIEP - Eligibility (to update EasyIEP)</p> <ul style="list-style-type: none"> • Go to the EasyIEP eligibility tab • Update the date under “Initial eligibility or Current Reeval” with the last DEC 5 date the eligibility was determined or reestablished • Update the primary and/or secondary disability(s) • Update the database <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>

<p>B--If student is transferring from an LEA that uses EasyIEP (refer to list in EasyIEP document library on main page), contact PCG through the message board on the main menu under “Send us a message”. Provide the following information: NCWISE#, Student Full Name, and previous school and district. The subject of the message should be “Transfer of Records”.</p> <p>Send an Invitation to Conference to review the IEP. Consider amendments if necessary.</p> <p>If required information cannot be downloaded, refer to A or C in this section.</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained) Procedural Safeguards: Handbook on Parents’ Rights</p> <p>DEC 4 – Review/Revise/Develop the IEP (EasyIEP – IEP Process)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – IEP Process)</p>
<p>C -- If documents are missing and/or overdue, document comparable special education and related services in the meeting minutes. Proceed with Reevaluation process (refer to Reevaluation section).</p> <p>If there is no signed DEC 6, create and finalize a new DEC 6 (EasyIEP – Documents), have parent sign, and EasyFax document with bar code.</p>	<p>Refer to Reevaluation section if documents are missing and/or overdue.</p> <p>Copy of IEP from other district (EasyIEP – Other Cover Sheet - EasyFax)</p> <p>IEP Meeting Minutes to document comparable special education and related services (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>

ANNUAL REVIEW

PROCESS	PAPERWORK REQUIRED
<p>Invite the parents to a meeting to be held within 7-10 days to begin reevaluation process. Invite student if appropriate</p>	<p>Invitation to Conference (Easy IEP – IEP Process – Team Information, EasyFax when signature is obtained) Procedural Safeguards: Handbook on Parents’ Rights</p>
<p>Develop new IEP with all necessary components in IEP Process section in EasyIEP. Develop BIP if appropriate (EasyIEP – BIP).</p> <p>IEP team must give Prior Written Notice (DEC 5) of all decisions made resulting in changes to the IEP.</p>	<p>DEC 4 (EasyIEP – IEP Process)</p> <p>IEP Meeting Minutes (EasyIEP Documents - Meeting Minutes Cover Sheet - EasyFax)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – IEP Process)</p>

AMENDING THE IEP

PROCESS	PAPERWORK REQUIRED
<p>An IEP can be amended after the completion of an annual review with or without a meeting. If considering <u>transportation</u>, refer to page 24.</p> <p>Choose A or B below.</p>	
<p>A -- If making amendments with a meeting, conduct a formal IEP meeting and make the appropriate amendments to the IEP. The team documents attendance and amends the IEP. If changes are made to the IEP, complete a Prior Written Notice (DEC 5).</p> <p>NOTE: EasyIEP - All links in the IEP Process must display green checkmarks (unless the child will not be 14 or older, then Transition links do not apply), prior to making a "Final IEP".</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained) Procedural Safeguards: Handbook on Parents’ Rights</p> <p>DEC 4 – IEP (EasyIEP – IEP Process)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – IEP Process)</p> <p>IEP Meeting Minutes (EasyFax)</p>
<p>B -- If the parents and LEA agree that the IEP can be amended without a meeting, contact the parent to discuss and document the conversation in the contacts section (EasyIEP – Contacts). WCPSS’ use of this process should target mistakes, corrections or omissions and should not be utilized when decisions are necessary by the IEP team. Send a copy (document date sent in the EasyIEP contacts section) of the entire IEP to the parent and copies of the amendments to all service providers.</p>	<p>DEC 4 – IEP (EasyIEP – IEP Process) – When drafting and finalizing, choose “Amendment Without A Meeting” as meeting purpose.</p>

EXCUSALS:

PROCESS	PAPERWORK REQUIRED
<p>A – If the curriculum area of the teacher requesting to be excused <u>is</u> being discussed, written input must be given to all team members (including the parents) prior to the meeting and kept in the student’s confidential green folder.</p> <p>The parent must give consent in order to conduct a meeting with an excusal.</p>	<p>Request for Excusal sent with Invitation (EasyIEP – Documents - EasyFax)</p> <p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained) <i>Procedural Safeguards: Handbook on Parents’ Rights</i></p> <p>Written Input from Excused Team Member (EasyIEP – Documents – Other Cover Sheet - EasyFax)</p>
<p>B – If the curriculum area of the teacher requesting to be excused <u>is not</u> being discussed, written input does not need to be sent prior to the meeting.</p> <p>The parent must give consent in order to conduct a meeting with an excusal.</p>	<p>Request for Excusal sent with Invitation (EasyIEP – Documents - EasyFax)</p> <p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained)</p>

THE DISCIPLINE PROCESS:

- **SHORT TERM SUSPENSIONS:**

PROCESS	PAPERWORK REQUIRED
Immediately upon a series of short term suspensions greater than 10 total days per year , school personnel (<u>an administrator, regular education teacher, and special education teacher</u>) must complete the change of placement worksheet. Choose A or B below.	Change in Placement Worksheet (EasyIEP – Documents – EasyFax)
A -- If there is a change in placement , the administrator must give/send the DEC 5A, Discipline Prior Written Notice, along with the Suspension Packet and Procedural Safeguards: Handbook on Parents' Rights to the parent <i>within 24 hours</i> of the suspension to inform parents and invite them to the Manifestation Determination/IEP meeting. This meeting must be held immediately. The DEC 5A serves as the invitation to conference for the MDR/IEP meeting. Proceed to Manifestation Determination Review below.	DEC 5A – Discipline Prior Written Notice (EasyIEP – MDR EasyFax when signature is obtained) Procedural Safeguards: Handbook on Parents' Rights Suspension Packet (EasyIEP – Documents – Other Cover Sheet - EasyFax)
B -- If there is not a change in placement , the school personnel determines and documents a plan on the Change of Placement Worksheet to provide services during the short-term suspension and NO DEC 5a is sent with the suspension information. An MDR meeting will NOT be held.	Change in Placement Worksheet (EasyIEP – Documents – Other Cover Sheet – EasyFax)

- **MANIFESTATION DETERMINATION REVIEW (MDR):**

- **CHANGE IN PLACEMENT**
- **LONG TERM SUSPENSION**

Immediately upon the recommendation for a change in placement or a long term suspension , an administrator must give/send the DEC 5A, Discipline Prior Written Notice, along with the Suspension Packet and <u>Handbook of Parent's Rights</u> to the parent <i>within 24 hours</i> of the suspension to inform parents and invite them to the Manifestation Determination/IEP meeting. This meeting must be held immediately. The DEC 5A serves as the invitation to conference for the MDR/IEP meeting. Choose A or B below	DEC 5A – Discipline Prior Written Notice (EasyIEP – MDR EasyFax when signature is obtained) Procedural Safeguards: Handbook on Parents' Rights Suspension Packet (EasyIEP – Documents – Other Cover Sheet - EasyFax) Manifestation Determination Review (EasyIEP – MDR)
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<p>A -- If manifestation, the student returns to school in the same placement unless the parents and school agree on a placement change. Conduct a Functional Behavior Assessment/ Behavior Intervention Plan or review and update the existing one. The IEP team must give Prior Written Notice (DEC 5) of all decisions made.</p>	<p>DEC 4 – IEP (EasyIEP – IEP Process)</p> <p>FBA (EasyIEP – Documents)</p> <p>BIP (EasyIEP – BIP)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – IEP Process)</p>
<p>B -- If no manifestation, the child can be suspended. The IEP must be amended to reflect the change in services due to the long term suspension. Educational services must be continued. The IEP team must give Prior Written Notice (DEC 5) of all decisions made.</p> <p>Note: The IEP team must consider all interim educational placement options. Please contact your Senior Administrator and/or Coordinating Teacher if you need further information.</p>	<p>DEC 4 – IEP (EasyIEP – IEP Process)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – IEP Process)</p>

NC 1504- 2.9: If a change in placement occurs under the discipline requirements of Policies Governing Services for Children with Disabilities, the local educational agency shall not assign a student to homebound instruction without a determination by the student’s IEP team that the homebound instruction in the least restrictive alternative environment for that student. If it is determined that the homebound instruction is the least restrictive alternative environment for the student, the student’s IEP team shall meet to determine the nature of the homebound educational services to be provided to the student utilizing the Monthly Review of Home/Hospital Instruction (Change of Placement due to Discipline.) In addition, the continued appropriateness of the homebound instruction shall be evaluated monthly by the designee or designees of the student’s IEP team.

INITIAL REFERRAL FOR PARENTALLY PLACED

PRIVATE SCHOOL CHILDREN:

(SERVED OR LIVING IN WAKE COUNTY)

- INCLUDES HOME SCHOOL STUDENTS
- DOES NOT INCLUDE OUT OF STATE STUDENTS

PROCESS	PAPERWORK REQUIRED
<p>If a parent requests an evaluation, give/send the <u>Supplemental Information</u> form with the Invitation to Conference. Contact your NCWISE data manager to assign an NCWISE number if they are new to WCPSS or to activate the student if they already have one. The LEA shall provide assistance to the parent as needed, in completing the written request for evaluation. The 90 calendar day timeline begins upon receipt of the written request for evaluation.</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained)</p> <p>DEC 1 – Referral for Special Education Services (EasyIEP – Documents)</p> <p>Procedural Safeguards: Handbook on Parents’ Rights</p> <p>Supplemental Screening Information - Placed Private School Students (EasyIEP – Main Menu - Documents - EasyFax)</p>
<p>REFERRAL: The IEP team considers existing data as recorded on the Supplemental Information form and completes the referral. The IEP team determines if an evaluation should be conducted, if no evaluation is necessary, or if eligibility can be determined with information that is provided. The IEP team must ensure participation by the private school.</p> <p>Complete A, B, or C below.</p>	
<p>A -- If the team chooses to evaluate, obtain parental permission. Specify what areas of information are needed for the evaluation. Give a copy of the <u>Supplemental Information</u> form, DEC 1, DEC 2, and parent information to your school psychologist and/or related service personnel. A full and comprehensive evaluation in all areas of suspected disabilities indicated on the DEC 1 and DEC 2 must be completed prior to eligibility determination. Document decision to evaluate on Prior Written Notice (DEC 5.)</p> <p>Proceed to Eligibility section below.</p>	<p>DEC 2 – Consent for Evaluation (EasyIEP – Documents, EasyFax when signature is obtained)</p> <p>Parent Information (EasyIEP – Documents – Other Cover Sheet - EasyFax)</p> <p>Supplemental Screening Information Parentally-Placed Private School Students IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p>

<p>B -- If the team chooses not to evaluate, document the decision on the DEC 1. Complete the Prior Written Notice (DEC 5) including “Will not be evaluated” under the initial referral heading. The referral process ends here.</p>	<p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p> <p>Procedural Safeguards: Handbook on Parents’ Rights</p> <p>EasyIEP – Eligibility (to update eligibility in EasyIEP)</p> <ul style="list-style-type: none"> • Update Initial Eligibility date with date of meeting • Update the Database • Check box next to “Initial Eligibility” and choose “No” under “Eligible?” • Update the Database <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>
<p>C -- If the team chooses to determine eligibility based on existing data, complete summary of evaluations, eligibility worksheet(s) and eligibility determination. Data must consist of all evaluation components required for eligibility.</p> <p>Proceed to Eligibility section below.</p>	<p>Parent Information (EasyIEP – Documents – Other Cover Sheet - EasyFax)</p> <p>Supplemental Screening Information Parentally-Placed Private School Students IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>
<p>ELIGIBILITY: Upon completion of the evaluations, invite the parents to meet with the IEP team to discuss the evaluation results, eligibility, and IEP development, if appropriate.</p> <p>Review all evaluations and assessments and determine eligibility. Complete A, B or C below.</p>	<p>EasyIEP - DEC 3 Process</p> <ul style="list-style-type: none"> • Purpose of Meeting • Assessment Summary • Worksheet(s) • Eligibility Determination (Team must sign if considering SLD, EasyFax signed DEC 3 for SLD only) <p>Evaluations (EasyIEP – Documents – Evaluations Cover Sheet - EasyFax)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents) (Complete if meeting ends after Eligibility Determination)</p>

<p>SERVICE PLAN DEVELOPMENT: A -- If the student is only eligible as having a primary disability of a Speech/Language Impairment, the IEP team may develop a Services Plan on the same day as the eligibility or reschedule if the timeline permits. The Services Plan must be developed within 30 days, which is still a part of the 90-day timeline. The IEP team must give Prior Written Notice (DEC 5) of all decisions made and obtain Consent for Initial Provision of Special Education Services.</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained)</p> <p>Private School Service Plan (for SLI primary - EasyIEP – Private School)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p> <p>DEC 6 - Consent for Initial Provision of Special Education Services (EasyIEP – Documents - EasyFax when signature is obtained)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>
<p>B -- If the child is not eligible, the team completes the Prior Written Notice (DEC 5) documenting that the child is not eligible and gives the parent the Prior Written Notice and a copy of the Procedural Safeguards: Handbook on Parents’ Rights</p>	<p>DEC 5 – Prior Written Notice (EasyIEP – Documents – Concludes the initial referral)</p> <p>Procedural Safeguards: Handbook on Parents’ Rights</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>
<p>C – If the child is eligible (but does not have a primary disability of a Speech/Language Impairment), complete a DEC 5 stating the child is eligible for special education services. If the parent does not wish to enroll their child in WCPSS, document the parent’s decision on the DEC 5. The team does not need to write an IEP or get Consent for Services. If the parent chooses to enroll their child in WCPSS develop an IEP, complete a Prior Written Notice (DEC 5) and obtain Consent for Initial Provision of Special Education Services (DEC 6).</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained)</p> <p>DEC 4 – IEP (EasyIEP – IEP Process) (only if parent chooses to enroll child in WCPSS)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents or IEP Process)</p> <p>DEC 6 - Consent for Initial Provision of Special Education Services (EasyIEP – Documents - EasyFax when signature is obtained) (only if parent chooses to enroll child in WCPSS)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>

PARENTAL REVOCATION

PROCESS	PAPERWORK REQUIRED
<p>Parents may revoke consent for special education services at any time. Parental revocation of consent for the continued provision of special education and related services must be in writing. Once the parent has revoked consent, the LEA must provide the parents prior written notice. (The Parental Revocation form with an attached copy of the current IEP serves as prior written notice.)</p> <p>Follow A or B below.</p>	
<p>A – If a parent verbally states they are revoking consent for special education and related services, provide the parent a copy of Parental Revocation form, a copy of the current IEP, and the <i>Procedural Safeguards: Handbook on Parents’ Rights</i>. Parent signs the form and returns it to the principal of the school their child attends. A copy is given/sent to the parent for their records. The original is filed in the child’s confidential folder. Special education and related services are ceased immediately following the parent’s request in writing and the parents’ receipt of Prior Written Notice/ Parental Revocation.</p> <p>** Note: If the parent does not return the Parental Revocation form within 2 days, contact the parent and request they return the form. Document attempts to contact the parent in the contacts tab (EasyIEP – Contacts). If the parents still does not return the form signed, place all originals along with documentation of attempts to contact parent in the child’s confidential file. Special education and related services are ceased.</p>	<p>Parental Revocation / Prior Written Notice (EasyIEP – Main Menu – Documents link at bottom of main menu page – EasyFax using Documents - Other Cover Sheet)</p> <p><i>Procedural Safeguards: Handbook on Parents’ Rights</i></p> <p>Current copy of the child’s IEP</p> <p>EasyIEP - Eligibility (to update EasyIEP)</p> <ul style="list-style-type: none"> • Go to the EasyIEP eligibility tab • Update the date under “Initial eligibility or Current Reeval” with the date parent signs revocation • Update the database • Check box next to “Initial Eligibility” and choose “Parent Revoked Consent” under “Eligible?” • Update the Database

B – If a parent puts in writing (letter, email, etc) that they are revoking consent for special education and related services, attach a copy of the Parental Revocation form to a copy of the parent’s written communication and send to the parent with a copy of the current IEP and Handbook on Parent’s Rights. Parent signs form and returns it to the principal of the school their child attends. A copy is given/sent to the parent for their records. The original is filed in the child’s confidential folder. Special education and related services are ceased immediately following the parent’s request in writing and upon the parent’s receipt of Prior Written Notice/Parental Revocation.

** Note: If the parent does not return the Parental Revocation form within 2 days, contact the parent and request they return the form. Document attempts to contact the parent in the contacts tab ([EasyIEP – Contacts](#)). If the parents still does not return the form signed, place all originals along with documentation of attempts to contact parent in the child’s confidential file. Special education and related services are ceased.

Parent Letter ([EasyIEP – Documents – Other Cover Sheet](#) - EasyFax)

Parental Revocation / Prior Written Notice ([EasyIEP – Main Menu – Documents link at bottom of main menu page](#) – EasyFax using Other Cover Sheet)

[Procedural Safeguards: Handbook on Parents’ Rights](#)

Current copy of the child’s IEP

[EasyIEP - Eligibility](#) (to update EasyIEP)

- Go to the EasyIEP eligibility tab
- Update the date under “Initial eligibility or Current Reeval” with the date parent signs revocation
- Update the database
- Check box next to “Initial Eligibility” and choose “Parent Revoked Consent” under “Eligible?”
- Update the Database

EXIT DUE TO GRADUATION OR AGING OUT

PROCESS	PAPERWORK REQUIRED
<p>When a student is leaving school due to graduating with a diploma or certificate or aging out, convene an IEP exit meeting no more than 30 days prior to graduation. Invite parents and students to an IEP meeting.</p>	<p>Invitation to Conference (EasyIEP – Documents, EasyFax when signature is obtained)</p> <p>Student Invitation to Conference (EasyIEP – Documents, EasyFax when signature is obtained)</p> <p><i>Procedural Safeguards: Handbook on Parents’ Rights</i></p>
<p>At the IEP meeting, complete the Summary of Performance (Summary of Student’s Academic Achievement and Functional Performance.)</p> <p>Review mastery of the IEP goals and complete the amendment section of the IEP.</p> <p>Complete a Prior Written Notice (DEC 5) capturing the decisions made at the meeting in the section entitled “Educational Placement/Change.” The ending date of the IEP and the date of implementation on the DEC 5 will be the graduation date.</p> <p>Give parent and student a copy of the amended IEP, Prior Written Notice (DEC 5,) and Summary of Performance.</p>	<p>Summary of Performance (EasyIEP – Main Menu – Documents link at bottom of main menu page – EasyFax using Other Cover Sheet)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p> <p>DEC 4 – Amend the IEP Ending Date (EasyIEP – IEP Process)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p>

**NOTIFICATION MADE BY A PERSON OTHER THAN
PARENT OR LEA**

PROCESS	PAPERWORK REQUIRED
1—Within 30 days of written notification of concerns regarding a child is made by a person other than the parent or someone from the LEA, the school shall issue a response letter to the child’s parent. (If the person provides a notification verbally, the school must ask the person to put their concerns in writing.)	Written Notification (EasyIEP – Documents – Other Cover Sheet - EasyFax)
2—The response to the parent shall include either an explanation of reasons the LEA will not pursue the concerns or a date for a meeting.	Response Letter (EasyIEP – Documents – Other Cover Sheet - EasyFax)
3—When the meeting is held, the LEA and parent will review existing data and determine whether a referral for consideration of eligibility for special education is necessary. The meeting must be held immediately. If the LEA and parent determine no referral, the process ends.	
4—If the LEA and parent determine that a referral for consideration of eligibility for special education is necessary, the LEA and parent will put the request in writing to the IEP Team immediately and the 90-day timeline begins. Follow the steps for the Initial Referral process.	Written Referral to the IEP Team

TRANSPORTATION

PROCESS	PAPERWORK REQUIRED
<p>Transportation is a related service and part of the IEP process (under EasyIEP – IEP Process -Special Education and Related Services).</p> <p>When considering adding transportation as a related service or discussing transportation accommodations/modifications, <u>please invite a special transportation representative and include them on the invitation to conference.</u></p> <p>Please complete A, B, or C below.</p>	
<p>A – If the student does NOT currently have special transportation, and the team is considering special transportation, this requires a reevaluation process. Start with a DEC 7 – Reevaluation Determination. Proceed with the reevaluation process as outlined on page 10.</p> <p>The IEP team will develop, review, or revise the IEP to indicate whether “Transportation is required as a related service” and must specifically outline any necessary accommodations and modifications under “Describe special transportation services”. Complete the DEC 4. This section will be the information that the Transportation department uses to plan appropriate transportation.</p> <p>Complete the DEC 5 to document IEP team decisions including decision to add special transportation and reevaluation decision.</p> <p><i>Note: If the team determines that special transportation is required, although the student has access to a regular bus, the student needs accommodations that preclude riding on a regular bus with supplemental aides and services. This decision <u>must</u> be based on documentation.</i></p> <p><i>If special transportation is required due to behavior, develop or review the behavior intervention plan to address behaviors during transportation.</i></p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained)</p> <p>DEC 7– Reevaluation Determination (Easy IEP – Documents, obtain and EasyFax signature ONLY if parent disagrees with team decision not to evaluate)</p> <p>DEC 2 – Consent for Evaluation (EasyIEP – Documents, EasyFax when signature is obtained) – <u>If Needed</u></p> <p>EasyIEP - DEC 3 Process</p> <ul style="list-style-type: none"> • Purpose of Meeting • Assessment Summary (if needed) • Worksheet(s) (if needed) • Eligibility Determination (Team must sign if considering SLD, EasyFax signed DEC 3 for SLD only) <p>DEC 4 – IEP (EasyIEP – IEP Process)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>

<p>B – If the previous IEP includes special transportation as a related service, and the team is considering removing transportation as a related service on the current IEP, this requires the reevaluation process. Start with a DEC 7 – Reevaluation Determination. Proceed with the reevaluation process as outlined on page 10.</p> <p>The IEP team will develop, review, or revise the IEP to indicate whether “Transportation is no longer required as a related service”.</p> <p>Complete the DEC 5 to document IEP team decisions including decision to remove special transportation and reevaluation decision.</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained)</p> <p>DEC 7– Reevaluation Determination (Easy IEP – Documents, obtain and EasyFax signature ONLY if parent disagrees with team decision not to evaluate)</p> <p>EasyIEP - DEC 3 Process</p> <ul style="list-style-type: none"> • Purpose of Meeting • Worksheet(s) (if needed) • Eligibility Determination (Team must sign if considering SLD, EasyFax signed DEC 3 for SLD only) <p>DEC 4 – IEP (EasyIEP – IEP Process)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>
<p>C - If the student does have special transportation on their current IEP and the team determines the student <u>will continue receiving special transportation</u>, the reevaluation process is not required.</p> <p>The IEP team must review, discuss, and clearly document the continued need for special transportation.</p> <p>The IEP team can update the IEP and indicate that “Transportation is required as a related service” and must specifically outline any necessary accommodations and modifications under “Describe special transportation services”. Complete the DEC 4.</p> <p>Complete the DEC 5 to document IEP team decisions.</p>	<p>Invitation to Conference (Easy IEP – Documents, EasyFax when signature is obtained)</p> <p>DEC 4 – IEP (EasyIEP – IEP Process)</p> <p>DEC 5 – Prior Written Notice (EasyIEP – Documents)</p> <p>IEP Meeting Minutes (EasyIEP – Documents - Meeting Minutes Cover Sheet - EasyFax)</p>

DEC 1 – Initial Referrals



