

What Form Do I Need?

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

IEP Meeting

- Parent Rights
- Meeting Notification (*white*)
- Staffing Notes
- IEP and MIS Teacher Information Page
- Notice and Consent for change in services/placement (*yellow*) –even if no changes – see sample form
- Medicaid Release Form

Initial Evaluation

- Parent Rights
- General Education Intervention Documentation Screening
- Consent for Evaluation (*pink*)
- Meeting Notification (*white*)
- Evaluation Report with Signature Page
- Staffing Notes
- Notice and Consent for Identification, Services, and Placement (*yellow*)
- IEP--if placed and MIS Teacher Information Page
- Early Childhood Outcomes (Entry)
- Medicaid Release Form

Reevaluation

- Parent Rights
- Notice and Consent for Reevaluation (*pink*)
- Meeting Notification (*white*)
- Staffing Notes
- IEP--if placed and MIS Teacher Information Page
- Reevaluation Report
- Notice and Consent for Identification, Services and Placement (*yellow*)—if changes were made to the IEP
- Medicaid Release Form

Dismissal IEP Meeting

- Notice and Consent for Reevaluation (*pink*)
- Meeting Notification (*white*)
- Staffing Notes
- Reevaluation Report
- Notice and Consent for Identification, Services and Placement (*yellow*)
- MIS Teacher Information Page
- Early Childhood Outcome Form (Exit)

Graduation

- Meeting Notification (*white*)
- Staffing Notes
- Notice and Consent for Identification, Services and Placement (*yellow*)
- MIS Teacher Information Page

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

- Meeting Notification (*white*)
- Staffing Notes
- Notice and Consent for Reevaluation (*pink*)
- Reevaluation Report
- Notice and Consent for Identification, Services and Placement (*yellow*)
- IEP and MIS Teacher Information Page

***Amended IEP; Not an Annual Review**

- Meeting Notification (white)
- Staffing Notes
- Notice and Consent for Identification, Services and Placement (*yellow*) or Evaluation (*pink*) if needed
- WebKIDSS Amendment IEP with signatures. See below for more info.
- MIS Teacher Information Page

***Further Information for 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 or portions of the IEP and there is no need to review the entire IEP. The process for doing this is as follows:

At an IEP Meeting...

- Follow same procedures as for any IEP meeting (10-day parental notice; required participants present, notice/consent for changes, etc.).
- In WebKIDSS; after selecting the individual student, Select "Add New/Amendment IEP Record". Amend the relevant IEP portions.
- Send in the finished Amended IEP with all supporting documentation to Student Records. If Services or Placement changed, be sure to send in a new Teacher Information page.
- On the Amended IEP – Write "Amended" on the top page, so this can be easily identified in the file.
- Do NOT change the IEP date on WebKIDSS. The IEP's annual review date does not change.

Without an IEP Meeting. If the parent and the school (including the principal, special education teacher, and classroom teacher) agree that a meeting is not needed to amend the IEP...

- Document relevant conversations with team members (at minimum: parent, principal, special education teacher, classroom teacher) on Staffing Notes. This provides documentation that all relevant team members were involved in the decision. Document that all relevant team members agreed the change/amendment could be made without an IEP meeting.
- Change the IEP in WebKIDSS as described above, and send to Student Records.
- Send a copy of the amended IEP to the parents.
- A signature page for the IEP is NOT necessary; nor are signatures on the Staffing Notes
- Do NOT change the IEP date on WebKIDSS.

Important...consent is still required for changes in services or placement (yellow form).

Progress Reports

Progress reports must be provided at least as often as they are given to parents of students without exceptionalities. They must include a statement that says the student is or is not making adequate progress to reach the goal. Most teachers also like to include some data and/or a narrative describing the student's performance.

WebKIDSS will generate reports that print the goal(s) and objective(s) and allow the teacher to write comments.