

What Form Do I Need?

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

IEP Meeting

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

Initial Evaluation

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

Reevaluation

- 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

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

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*) if needed
- Copy of Amended IEP
- 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.