

SEK Interlocal #637
Special Education Procedures Checklist

Name: _____ LEA _____ DOB _____

This is the required paper work to be turned into MIS Department. This checklist should be placed in front of all student information submitted to the Interlocal Central Office. ***Items should be submitted in the order listed.***

Initial Evaluations

- Checklist
- TIP**
- Medicaid signed by **parent/guardian**
- Gen Ed Interventions/Screening
- Consent for Evaluation or Re-evaluation S/P
- Notice of Meeting
- Evaluation/Eligibility Report S/P
- Active IEP S/P
- Prior Written Notice for ID/ Placement S/P
- Birth to 3 Team Meeting Notes**
- Other
- STUDENT NOT PLACED**

Annual Review

- Checklist
- TIP**
- Medicaid signed by **parent/guardian**
- Notice of Meeting
- Active IEP S/P
- Prior Written Notice for ID/ Placement S/P
- Other

Re-evaluation

- Checklist
- TIP**
- Medicaid signed by **parent/guardian**
- Notice/Consent for eval or re-eval S/P
- Re-evaluation not needed Form & Report**
- Notice of Meeting
- Evaluation/Eligibility Report S/P
- Active IEP S/P
- Prior Written Notice for ID/Placement S/P
- Other

Transfer with new IEP written

- All items listed under Annual Review**
- Original Copies from Previous Placement
- Evaluation/Eligibility (as needed) S/P

Transfer as is

- Checklist
- TIP**
- Medicaid signed by **parent/guardian**
- Original Copies from Previous Placement
- Adoption form**
- Evaluation/Eligibility (as needed) S/P

Transfer with Amendment

- All items listed under Transfer as is**
- Prior Written Notice for ID/Placement S/P
- Amendment form (in place of Adoption)**
(with signatures if formal meeting)
- Notice of meeting (if formal meeting)

Amendment to IEP with meeting

- Check list
- Notice of meeting
- Amended IEP S/P
- Prior Written Notice for ID/Placement S/P
- TIP** (if needed to show change)

Amendment to IEP without meeting

- Check list
- Amendment form
- Prior Written Notice for ID/Placement S/P
- TIP** (if needed to show change)

Exits

“Left catchment area” “T” “L” “A”

- Checklist
- TIP**
- Exit form

“Leaving Special Education” “W” “O”

- Checklist
- TIP**
- Exit form
- Notice/Consent for Re-Eval (if exiting from all)
- Notice of Meeting
- Re-Eval-Dismissal form
- Placement form
- Other _____

“Graduate”

- Checklist
- TIP**
- Exit form
- Placement form

“Other exits” “D” “M” “X”

- TIP**
- Exit form
- In the case of “X” Copy of obituary
- “Moved within catchment area”(not an exit)**
- TIP**
- Exit form to show movement**

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CONFIDENTIAL

EFFECTIVE DATE 10/01/2009

S/P Signature page only
TIP Teacher Information page
Inquires notify Glenda Julian