|  |  |
| --- | --- |
| **DUE PROCESS TASK FLOW Part B** | **Date Completed** |
| **Referral** |
| **Referral** received from child study team or filled out by case manager for re-evaluation |  |
| Referral sent to co-op (fax/mail/email) |  |
| Assessment plan received from co-op |  |
| New student entered into SPED forms |  |
| **Evaluation** |
| **Notice of Team Meeting** to discuss evaluation plan with parents |  |
| **Record of Team Meeting** to discuss evaluation plan with parents |  |
| **Evaluation Plan Prior Written Notice** sent to parent (allow 14 days for parent review) |  |
| **Evaluation plan Prior Written Notice** signature received from Parent (dated on form)**Clock Starts** 30 days for part B |  |
| **Send** (fax/mail/email) **copy of signed evaluation plan** to school psychologist (all pages) |  |
| **Evaluation completed** by day 30 and made available to parent |  |
| **Notice of Team Meeting** with parent to discuss evaluation results |  |
| **Record of Team Meeting** to discuss evaluation results |  |
| **Year 1 IEP**  |
| **Notice of Team Meeting** to develop IEP |  |
| **Record of Team Meeting** to develop IEP |  |
| **IEP Completed** |  |
| **Prior Written Notice of Proposed Services for IEP** (IEP must not start services prior to 14 days of notice) |  |
| **Prior Written Notice for IEP** signature page received |  |
| **Progress Report #1** progress reports should be mailed with report cardunless IEP present levels counts as one updated progress report, number of progress reports many vary according to district policy i.e. trimesters/quarters |  |
| **Progress Report #2** (Mailed with report card) |  |
| **Progress Report #3** (Mailed with report card) |  |
| **Progress Report #4** (Mailed with report card) |  |
| **Amendment to IEP** if needed |  |
| **Prior Written Notice** for amendment mailed home (14 day review) |  |
| **Prior Written Notice** for amendment received |  |
| **Year 2 IEP** |
| **Notice of Team Meeting** to develop IEP  |  |
| **Record of Team Meeting** to develop IEP  |  |
| **IEP Completed** |  |
| **Prior Written Notice of Proposed Services for IEP** IEP must not start services prior to 14 days of notice |  |
| **Prior Written Notice for IEP** signature page received |  |
| **Progress Report #1** progress reports should be mailed with report cardunless IEP present levels counts as one updated progress report, number of progress reports many vary according to district policy i.e. trimesters/quarters |  |
| **Progress Report #2** (Mailed with report card) |  |
| **Progress Report #3** (Mailed with report card)  |  |
| **Progress Report #4** (Mailed with report card) |  |
| **Amendment to IEP** if needed |  |
| **Prior Written Notice** for amendment mailed home (14 day review) |  |
| **Prior Written Notice** signature for amendment received |  |
| **Year 3 IEP** |
| **Notice of Team Meeting** to develop IEP |  |
| **Record of Team Meeting** to develop IEP  |  |
| **IEP Completed** |  |
| **Prior Written Notice of Proposed Services for IEP** (IEP Must not start services prior to 14 days of notice) |  |
| **Prior Written Notice for IEP** Signature page received |  |
| **Progress Report #1** progress reports should be mailed with report cardunless IEP present levels counts as one updated progress report, number of progress reports many vary according to district policy i.e. trimesters/quarters |  |
| **Progress Report #2** (Mailed with report card) |  |
| **Progress Report #3** (Mailed with report card) |  |
| **Progress Report #4** (Mailed with report card) |  |
| **Amendment to IEP** if needed |  |
| **Prior Written Notice** for amendment mailed home (14 day review) |  |
| **Prior Written Notice** for amendment received |  |

|  |  |
| --- | --- |
| **Add additional forms as necessary:*** Manifestation Determination
* Medical documentation
* Health Plan
* Third party billing
* Authorization for release of information
* Agreement to dismiss a team member from meeting
* Extended School Year
* Transfer of parental Rights
* Summary of performance (graduating students)
 |  |
| **BEGIN PROCESS OVER FOR RE-EVALUATION** |  |