

Wallowa County ESD-Special Education Documentation Grid¹

Meetings, Documentation & Team Membership

MEETING	TIMELINE	PAPERWORK	TEAM	COPIES TO:
Annual IEP meeting	Once every 365 days	<ul style="list-style-type: none"> ◦ Meeting Notice ◦ Meeting Notes ◦ Oregon Standard IEP ◦ Transition age IEP for students 16 and older² ◦ Procedural Safeguards (note the provision on the cover page) ◦ Prior Notice of Special Ed Action, if significant changes in student's plan 	<ul style="list-style-type: none"> ◦ Parent (and student if appropriate) ◦ At least 1 SpEd teacher or provider* ◦ Regular ed teacher(s)* ◦ District rep* ◦ Individual who can interpret instructional implications of eval results*³ ◦ Others as appropriate <p>Transition age:</p> <ul style="list-style-type: none"> ◦ With parent or adult student consent, invite agency rep if the agency is likely to pay for transition services. 	<p><u>Within 3 weeks:</u></p> <ul style="list-style-type: none"> ◦ Parent ◦ All current teachers of the student ◦ SpEd case mngr ◦ Other specialist(s) providing special ed services to student ◦ Student file <p>NOTE: For transition-age students who are 18 years and older, copies must also be provided.</p>
Placement Determination	Once every 365 days <i>May be conducted immediately after the annual IEP meeting</i>	<ul style="list-style-type: none"> ◦ Meeting Notice ◦ Meeting Notes ◦ Placement Form ◦ Prior Notice of Special Ed Action if change in placement 	<ul style="list-style-type: none"> ◦ Parent (and student if appropriate) ◦ Person(s) knowledgeable about the student* ◦ Person knowledgeable about placement options* ◦ Individual who can interpret evaluations* 	<p><u>Within 3 weeks:</u></p> <ul style="list-style-type: none"> ◦ Parent and/or adult student ◦ Student's teacher(s) ◦ Student file

¹ Adapted from Molalla River School District Meeting & Paperwork Organizational Grid

² MUST use for students who are 15 but who turn 16 prior to the date of the next annual IEP.

³ If required team member (*) is absent, written agreement for nonattendance or excusal must be included in paperwork and placed in student file.

MEETING	TIMELINE	PAPERWORK	TEAM	COPIES TO:
Initial Referral for Special Education/Evaluation Planning - Initial Eligibility	District responds promptly to request. (Obtain all required documentation before scheduling a Child Study Meeting.) Schedule a Child Study Meeting	<ul style="list-style-type: none"> ◦ Documentation of team members input ◦ Review of Information Form ◦ Evaluation Plan document ◦ Prior written notice of evaluation/Consent for Evaluation ◦ Procedural Safeguards <p><i>If evaluation team determines that special ed evaluation is required, evaluation planning is conducted in the Child Study Meeting.</i></p> <ul style="list-style-type: none"> ◦ Prior written notice with test descriptors page(s) ◦ Medical and/or release of information forms as needed ◦ Sociological & Developmental History 	<ul style="list-style-type: none"> ◦ Parent ◦ Regular ed teacher(s)* ◦ Special ed teacher* ◦ Other specialist(s) as appropriate* ◦ Individual who can interpret evaluations* 	<ul style="list-style-type: none"> ◦ Student file ◦ Specialist(s) who will conduct evaluation
Initial Eligibility	Within 60 school days of signed consent to evaluate ⁴	<ul style="list-style-type: none"> ◦ Meeting Notice ◦ Meeting Notes ◦ Evaluation Reports ◦ Eligibility Form ◦ Prior Notice of Special Ed Action or Consent to Provide Special Education Services if eligible and parents' consent 	<ul style="list-style-type: none"> ◦ Parent ◦ Regular ed teacher(s) ◦ Special ed teacher ◦ Other specialist(s) providing related services ◦ District rep ◦ Individual who can interpret evaluations 	<u>Within 10 days:</u> <ul style="list-style-type: none"> ◦ Parent and/or adult student ◦ Student file
Initial IEP	Within 30 calendar days after initial eligibility is established	<ul style="list-style-type: none"> ◦ Meeting Notice ◦ Meeting Notes ◦ Oregon Standard IEP ◦ Transition age IEP required for all students age 16 & older⁵ ◦ Prior Notice & Consent for initial provision of special ed services 	<ul style="list-style-type: none"> ◦ Parent (and student if appropriate) ◦ Regular ed teacher(s) ◦ Special ed teacher ◦ District rep ◦ Individual who can interpret evaluations ◦ Others as appropriate 	<u>Within 3 weeks:</u> <ul style="list-style-type: none"> ◦ Parent and/or adult student ◦ Student's teachers ◦ Related service providers ◦ Student file
Evaluation Planning - Re-evaluation	Not less than 75 calendar days before eligibility due date, or upon parent or teacher request.	<ul style="list-style-type: none"> ◦ Meeting Notice ◦ Review of Existing Information Form ◦ Re-evaluation Assessment Determination Form 	<ul style="list-style-type: none"> ◦ Parent ◦ Regular ed teacher(s)* ◦ Special ed teacher* ◦ Other specialist(s) currently providing related services* 	<ul style="list-style-type: none"> ◦ Parent and/or adult student ◦ Specialist(s) who will conduct evaluation ◦ Student file

⁴ Out-of-state transfer students with valid IDEA eligibility: Team may base Oregon eligibility on review of student file using Oregon criteria if the evaluation team determines that no further evaluation is required.

⁵ MUST use for students who are 15 but who turn 16 prior to the date of the next annual IEP.

MEETING	TIMELINE	PAPERWORK	TEAM	COPIES TO:
	<i>Re-eval must occur at least every 3 years, unless the parent & district agree that it is not necessary. May occur not more than once a year, unless parent & district agree.</i>	<i>If additional evaluation required:</i> <ul style="list-style-type: none"> ◦ Consent for evaluation ◦ Prior written notice with test descriptors page(s) ◦ Medical and/or release of information forms as needed ◦ If evaluation at parent request provide copy of Procedural Safeguards 	<ul style="list-style-type: none"> ◦ Individual who can interpret evaluations* 	
Re-evaluation Eligibility	Once every 3 years and within 60 school days of signed parental consent to evaluate. ⁶	<ul style="list-style-type: none"> ◦ Meeting Notice ◦ Meeting Notes ◦ Evaluation Reports ◦ Eligibility Form ◦ Prior Notice of Special Ed Action if change in eligibility status 	<ul style="list-style-type: none"> ◦ Parent ◦ Regular ed teacher(s) ◦ Special ed teacher ◦ Other specialist(s) providing related services ◦ District rep ◦ Individual who can interpret evaluations 	<u>Within 10 days:</u> <ul style="list-style-type: none"> ◦ Parent and/or adult student ◦ Student file
Transfer: Intradistrict	In consultation with parents, provide comparable services described in IEP.	May require IEP meeting and/or IEP revisions and review of placement options.	<ul style="list-style-type: none"> ◦ Parent ◦ Regular ed. Teacher(s) ◦ Special ed Teacher ◦ District Rep ◦ Individual who can interpret evaluations ◦ Others as appropriate 	<u>Within 10 days:</u> <ul style="list-style-type: none"> ◦ Parent and/or adult student ◦ Student's teachers ◦ Related service providers ◦ Student file
Transfer – from another Oregon district	In consultation with parents, provide comparable services described in previous district's IEP until current district either: <ul style="list-style-type: none"> ◦ Adopts IEP, or ◦ Develops, adopts & implements a new IEP 	<ul style="list-style-type: none"> ◦ Meeting Notice ◦ Meeting Notes ◦ Oregon Standard IEP ◦ Transition age IEP for students 16 and older ◦ Procedural Safeguards ◦ Prior Notice of Special Ed Action If needed 	<ul style="list-style-type: none"> ◦ Parent (and student if appropriate) ◦ Regular ed teacher(s) ◦ Special ed teacher ◦ District rep ◦ Individual who can interpret evaluations ◦ Others as appropriate 	<u>Within 3 weeks:</u> <ul style="list-style-type: none"> ◦ Parent and/or adult student ◦ Student's teachers ◦ Related service providers ◦ Student file
Transfer – from out of state	In consultation with parents, provide comparable services described in previous district IEP until	<ul style="list-style-type: none"> ◦ Meeting Notice ◦ Meeting Notes ◦ Oregon Standard IEP ◦ Transition age IEP for students 	<ul style="list-style-type: none"> ◦ Parent (and student if appropriate) ◦ Regular ed teacher(s) ◦ Special ed teacher 	<u>Within 3 weeks:</u> <ul style="list-style-type: none"> ◦ Parent and/or adult student ◦ Student's teachers

⁶ Team may base eligibility on student file review for students with current Oregon eligibility if no further evaluation required.

MEETING	TIMELINE	PAPERWORK	TEAM	COPIES TO:
	district completes Oregon eligibility <u>and</u> current district either: <ul style="list-style-type: none"> ◦ Adopts IEP; ◦ Develops, adopts & implements a new IEP; or ◦ Determines student eligible or not eligible under Oregon criteria 	16 and older <ul style="list-style-type: none"> ◦ Procedural Safeguards ◦ Prior Notice of Special Ed Action If needed 	<ul style="list-style-type: none"> ◦ District rep ◦ Individual who can interpret evaluations ◦ Others as appropriate 	<ul style="list-style-type: none"> ◦ Related service providers ◦ Student file
Revisions to IEP		<u>If no formal meeting:</u> <ul style="list-style-type: none"> ◦ Written Agreement form ◦ Revised Oregon IEP ◦ Prior Notice of Special Ed Action-required <u>If formal IEP meeting held:</u> <ul style="list-style-type: none"> ◦ Meeting Notice ◦ Meeting Notes ◦ Revised Oregon IEP ◦ Prior Notice of Special Ed Action --required 	<u>If formal meeting conducted:</u> <ul style="list-style-type: none"> ◦ Parent (and student if appropriate) ◦ At least 1 SpEd teacher or provider* ◦ Regular ed teacher(s)* ◦ District rep* ◦ Individual who can interpret instructional implications of eval results*⁷ ◦ Others as appropriate Transition age: <ul style="list-style-type: none"> ◦ With parent or adult student consent, invite agency rep if the agency is likely to pay for transition services. 	<u>Within 3 weeks:</u> <ul style="list-style-type: none"> ◦ Parent and/or adult student ◦ All current teachers of the student ◦ Other specialist(s) providing special ed services to student ◦ Student file

Updated 6-12-17

⁷ If required team member (*) is absent, written agreement for nonattendance or excusal must be included in paperwork and placed in student file.