

# **What Form Do I Need?**

## **Information/Forms Required in Student Records**

### **IEP Meeting**

- Parent Rights (given once per year & noted on Staffing Notes)
- Meeting Notification
- Staffing Notes
- IEP and “Does My IEP Have...” checklist
- Notice and Consent for Identification, Services, and Placement

### **Initial Evaluation**

- Parent Rights (given once per year & noted on Staffing Notes)
- General Education Intervention Documentation Screening
- Consent for Evaluation
- Meeting Notification
- Evaluation Report with Signature Page
- Staffing Notes
- Notice and Consent for Identification, Services, and Placement
- IEP--if placed and “Does My IEP Have...” checklist
- If Early Childhood – Outcomes Form (Entry)
- Medicaid Release Form (not Gifted)

### **Reevaluation**

- Parent Rights (given once per year & noted on Staffing Notes)
- Notice and Consent for Reevaluation
- Meeting Notification
- Staffing Notes
- IEP--if placed and “Does My IEP Have...” checklist
- Reevaluation Report
- Notice and Consent for Identification, Services and Placement

### **Dismissal IEP Meeting**

- Notice and Consent for Reevaluation
- Meeting Notification
- Staffing Notes
- Reevaluation Report
- Notice and Consent for Identification, Services and Placement
- If Early Childhood - Outcome Form (Exit)

### **Graduation**

- Meeting Notification
- Staffing Notes
- Notice and Consent for Identification, Services and Placement
- Summary of Performance
- KSDE Exit Outcomes Survey

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

- Meeting Notification
- Staffing Notes
- Dismissal of Related Service Form
- Notice and Consent for Identification, Services and Placement
- IEP and “Does My IEP Have...” checklist

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

- Meeting Notification
- Staffing Notes
- Notice and Consent for Identification, Services and Placement or Evaluation if needed
- WebKIDSS Amendment IEP. See below for more info.

**\*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.
- 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 (participants names are needed)
- 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 (Yes or No checkbox) that says the student is or is not making adequate progress to reach the goal. Also 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.