



**Stamford Public Schools**

EXCELLENCE IS THE POINT.

# **Stamford Public Schools**

## ***Special Education Manual***

Original Created 2012 | Revision 5. By Marla Bergmann  
2020-2021 Revision 6



**Stamford Public Schools**

EXCELLENCE IS THE POINT.

# Initial PPT Review Referral Meeting (PPT1)

## Initial PPT Review Referral Meeting (PPT1)

### Meeting Procedures IEP Direct

#### 1. Prior to Meeting

***Provided to Parent at least 5 days prior to meeting.*** • Send Letter of Invitation (ED 623)

- Notice of Referral (ED 622)
- Referral to Determine Eligibility (ED 621)
- Procedural Safeguards and Parent Rights

#### 2. Purpose of the Meeting

- To discuss the referral to special education and consider/develop the evaluation plan.
- Complete form ED621 (completed by the referring party i.e. school or parent)

5. Complete top portion:

### 3. People Required to Attend

• Administrator, Parent/Guardian, General Education Teacher, Special Education Teacher, at least 1 related service provider (OT, PT, Speech, Psych, SW or Guidance)

1. Go to Student IEP

2. Schedule Task

3. Click “Add”

4. Select “PPT” team

6. Include “People Required to Attend”

## Initial PPT Review Referral Meeting (PPT1)

### Meeting Procedures IEP Direct

#### 4. At the beginning of the Meeting:

- Introductions

- State Purpose of Meeting

- Ask Parents if they received their letter of invitation 5 days in advance [REDACTED] safeguards and seclusion and restraint policy.

- Ask Parents if they need review of the safeguards.

- Review Medicaid

- Ask parent permission to proceed with people in attendance.

*\*In the event of an absence or addition of a team member not originally on the invitation, ask parent permission and have them sign the ED633.*

Your Meeting Reason should **ALWAYS** match the

invitation.

Team: PPT

Meeting Date: 08/04/2020

Initial Referral: PPT

Initial IEP/Most Recent Annual Review: 08/04/2020

Current Grade: 01

Current Enrolled School: Northwood Elementary School

Current Home School: Northwood Elementary School

Meeting Reasons:

- Review Referral
- Develop IEP (select for development of initial IEP)
- Revises or Revises IEP
- Revis
- Determine Eligibility
- Conduct Annual Review
- Transition/Planning
- Plan I
- Manifestation Determination
- Determine Continuing Eligibility

Other:

## Initial PPT Review Referral Meeting (PPT1)

### Meeting Procedures IEP Direct

#### 5. Record the meeting discussion in the meeting

Case Manager: Holland, R. Wayne | Student's case manager at the time of the meeting.

Name of Recorder: Daign-Cohen, Daniela

Meeting Summary: PPT 1 REVIEW REFERRAL (Enter Date of Meeting):

The purpose of the meeting is to review a referral to special education and to consider/develop an evaluation plan. The parents received (did not receive letter of invite 3 days in advance of today's meeting. The parents did not need review of the Procedural Safeguards, Section 504/Restroom policy, or Transition Bill of Rights. The School Based Child Health Program (SBCH) was reviewed with the parent(s). The acceptance of this IEP constitutes parental consent for purposes of the SBCH Program and the parent (s) understand that permission can

**information section which must include:**

- Parent/Guardian input
- Interventions used
- Referral form sent to parents (ED621)
- Determine need for evaluations.
- Discuss evaluations to be completed and evaluation plan.
- Parent to SIGN CONSENT for evaluations (ED625)  
*(Record all evaluations to be done on this form)*

## Initial PPT Review Referral Meeting (PPT1)

### Meeting Procedures IEP Direct

#### 6. Team Recommendations:

(750 characters max) remaining: 708

IEP Start Date :

End By Date :

Decision/Status : Pending [Click here to access the Decision/Status and Exit Reason meeting support document .PDF.](#)

Primary Disability :

Recommendations :

PPT 1 Review Referral 6/5/2020

1. Conduct initial evaluations in psychological, academic, speech and language, and developmental history.
2. Team to reconvene within 30 school days to review evaluation results.

- Conduct initial evaluation in (list all of the evaluations to be completed) *\*a minimum of two standardized tests are necessary in order to determine eligibility\**
- IEP Team to reconvene in 30 School Days to review evaluation results.
- Set the date for the next meeting

Your Meeting Information should **ALWAYS** match the

Team Recommendations

## Initial PPT

<sup>1</sup> Changing the Recommended School will update the TWNDP Length of School Day based on the value entered in School Information for the selected school.

Enrollment Information for Next Projected School Year \*\*

Anniversary Date Plan : No ▾

Next Grade : 02 ▾ (Student's expected grade for the next school year.)

Next Recommended School : Northeast Elementary School ▾ (Student's expected school for the next school year. Should match next projected school.)

Next Home School : Northeast Elementary School ▾ (Student's expected home school for the next school year.)

<sup>2</sup> Changing the Next Recommended School will update the TWNDP Length of School Day based on the value entered in School Information for the selected school.

# Review Referral Meeting (PPT1) Meeting Procedures IEP Direct

## 7. The Process Log

- On the top navigation b [REDACTED]

Action Date: 09/07/2020 📅 \*

Action: Receipt of Referral

Team: PPT

Track Item: Yes ⬇️ \*

Track To: Review Evaluation/Initial Eligibility Meeting Convened ⬇️ \*

Auto-Calculate Target Date: No ⬇️ \*

Calendar/School (Days): School Days ⬇️ \*

Lead Time (Days): 30 ⬇️ \*

## Entries”

- Select “Process Log”
- Team → PPT
- New Action Type → Receipt of Referral
- Action Date → The date you received the referral

Say YES to private pay if student is in private or parochial school. Say NO if in Stamford Public Schools.


Say YES to early intervention if student received SRBI. If preschool aged, received B-3

# Initial PPT Review Referral Meeting (PPT1)

## Meeting Procedures IEP Direct

### 7. The Process Log Continued....


- Action for “*Referral Review/Plan Evaluation Meeting Convened*”
- Action for “*Consent for Initial Evaluation*”

Action Date: 09/08/2020  +

Action: Referral Review/Plan Evaluation Meeting Convened

Team: PPT

Comments:

Action Date: 09/08/2020  +

Action: Consent for Initial Evaluation Requested

Team: PPT

Comments:

*Requested”*

- Action for “*Consent for Initial Evaluation Received*”

*\*Consent for Initial Evaluation Received should only be completed when you have the signed document in hand\**







## Initial PPT

# Review Referral Meeting

## (PPT1) Meeting Procedures IEP Direct

### 8. Prior Written Notice

- Click the Pencil in PWN
- Click “Add”
- If Parent Agrees to move forward follow “Example A”

Action Date:	09/08/2020 
Action:	Consent for Initial Evaluation Received
Team:	PPT
Comments:	<div style="border: 1px solid #ccc; height: 80px;"></div>
Track Item:	Yes 
Track To:	Review Evaluation/Initial Eligibility Meeting Convened 
Auto-Calculate Target Date:	No 
Calendar/School (Days):	School Days 
Lead Time (Days):	30 

- If Parent revokes consent follow “Example B”

Example A:



Action :	Parent Request
Proposed/Refused :	Proposed
Action Implementation Date :	9/8/2018
Reasons for Action :	Reasons - Other : Parent revokes request for evaluations.
Evaluation Procedure :	Evaluations
Other Options Considered/Rejected :	<input type="checkbox"/> Full-time Placement in general education with supplementary aids and services <input type="checkbox"/> No other Options were considered and rejected Other:
Rationale for rejecting other options :	<input type="checkbox"/> Options would not provide student with an appropriate program in the Least Restrictive Environment Other:
Other Relevant Factors :	Relevant Factors - Information/concerns shared by parents
Other Actions/Comments :	SPS continues to recommend evaluations. Evaluation process stops.

Example B:

## Initial PPT Review

### Meeting Procedures IEP Direct

Demographics • Document Details • SEDAC • Schedule Tasks • Log Entries • Evaluations/Reports • Document Repository

Document Repository Search Results : TEST TEST (0000802)

Search [All] Search Advanced Search

Results ( Showing 1 - 3 of 9 )

[wav test \(WAV\)](#) (Details)  
 wav test upload  
 Category: Behavioral - Document Date: 08/14/2018 - Uploaded On: 09/13/2018 - Uploaded By: Jonathan Panzer

[Speech Report \(Word\)](#) (Details)  
 Speech Th Eval.  
 Category: Speech/Language - Document Date: 05/02/2014 - Uploaded On: 05/02/2014 - Uploaded By: Maria Bergman

[Speech & Language Evaluation \(File\)](#) (Details)  
 Tridient Eval

### 8. After the Meeting

- Finalize Document 5 Days After
- Mail Final Copies of pages 1-3
- Upload Signed Consent to **DOCUMENT REPOSITORY**



**Stamford Public Schools**

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# PPT Review of Evaluations to Determine Eligibility (PPT2)

## PPT Review of Evaluation to Determine Eligibility (PPT 2)

### Meeting Procedures IEP Direct

#### 1. Prior to Meeting

*Provided to Parent at least 5 days prior to meeting.*

- Send Letter of Invitation (ED 623)
- Procedural Safeguards and Parent Rights
- Send copies of the evaluations

Team :	PPT	Notice Date :	10/01/2020
Meeting Date :	10/12/2020	Time :	01:00 PM
Place :	Remote Virtual Meeting Due to COVID-19		
Reason :	<ul style="list-style-type: none"><li>• Determine Eligibility</li><li>• Review evaluation results and determine eligibility for special education</li><li>• Review Eval/Reeval</li></ul>		
Status :	Scheduled		

## 2. Purpose of the Meeting

- To discuss the the results of the evaluations conducted and determine whether the student is eligible for special education support services with a primary disability.

## 3. People Required to Attend

- Administrator, Parent/Guardian, General Education Teacher, Special Education Teacher, at least 1 related service provider (OT, PT, Speech, Psych, SW or Guidance)

# PPT Review of Evaluation to Determine Eligibility (PPT 2)

## Meeting Procedures IEP Direct

Your Meeting Reason should **ALWAYS** match the invitation.

### 4. At the beginning of the Meeting:

- Introductions
- State Purpose of Meeting
- Ask Parents if they received their letter of

invitation 5 days in advance,  
procedural

safeguards and seclusion and  
restraint policy.

- Ask Parents if they need review of the above
- Review Medicaid
- Ask parent permission to proceed with people

in attendance.

\*In the event of an absence or addition of a team member not originally on the invitation, ask parent permission and have them sign the ED633.

Team: FFT  
Meeting Date: 10/13/2020  
Initial Referral: Yes  
Initial IEP/Mod/Recent Annual Review: 10/13/2020  
Current Grade: 01  
Current Enrolled School: Northeast Elementary School  
Current Home School: Northeast Elementary School

**Meeting Reasons**

<input type="checkbox"/> Review Referral	<input checked="" type="checkbox"/> Develop IEP (selected for development of initial IEP)	<input type="checkbox"/> Review or Revise IEP	<input checked="" type="checkbox"/> Review Eval/Reeval
<input checked="" type="checkbox"/> Determine Eligibility	<input type="checkbox"/> Conduct Annual Review	<input type="checkbox"/> Transition Planning	<input type="checkbox"/> Plan Eval/Reeval
<input type="checkbox"/> Manifestation Determination	<input type="checkbox"/> Determine Continuing Eligibility		

Other:

Select "Develop IEP" if you are creating an IEP. Do NOT select if evaluations determined ineligible.

## PPT Review of Evaluation to Determine Eligibility (PPT 2)

### Meeting Procedures IEP Direct

#### 5. Record the Meeting Discussion to Include:

- Parent/Guardian Input
- Review Evaluations
- Determining of Eligibility (*use disability checklist*)



**\*If NOT Eligible - STOP HERE\***

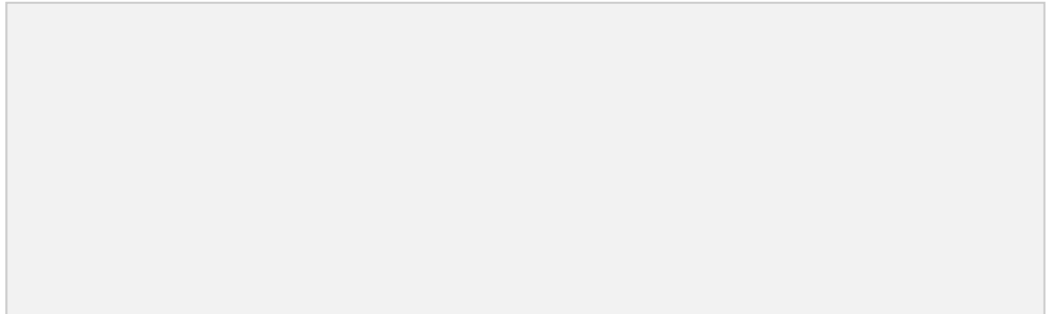
- Present Levels of Performance (PLOPS)
- Review Drafted Goals and Objectives
- Special Education and Related Services
- Accommodations and Modifications
- Assistive Technology Consideration Guidance
- Least Restrictive Environment (ED 632)
- Transportation if Needed
- Planning Transition (Pk-K, 5-6, 8-9)
- Report of Progress Cycle
- Behavior, if applicable

## **PPT Review of Evaluation to Determine Eligibility (PPT 2)**

### **Meeting Procedures IEP Direct**

#### **6. Team Recommendations:**

- Eligibility with primary disability (Completed Checklist where applicable)
- Special Education Support Services
- Related Services Support
- Testing Accommodations
- Record Transportation



- Record any further evaluation or data if necessary
- Para Educator Assistance (Must Complete Matrix)
- Responsible Staff
- Next Report of Progress
- Next Meeting

**Start Date:** 15 school days from meeting date and does not include weekends or holidays.

**End Date:** 364 days from meeting date.

Your Meeting Information should **ALWAYS** match the Team Recommendations.

## PPT Review of Evaluation to Determine Eligibility (PPT 2)

### Meeting Procedures IEP Direct

#### 7. Prior Written Notice

- Click the Pencil in PWN
- Click “Add”
- “Determine student IS eligible” (Example A) - “Develop Initial IEP” (Example B)
- “Implement IEP”

- Any other appropriate actions discussed at the meeting.

#### ***If NOT eligible***

- “Determine student IS NOT eligible”

#### **Example A:**

Example B:



## PPT Review of Evaluation to Determine Eligibility (PPT 2)

### Meeting Procedures IEP Direct

#### 8. The Process Log

- On the top navigation bar select “Log Entries”
- Select “Process Log”
- Team → PPT
- New Action Type → *Review Evaluation/Initial Eligibility Meeting Convened* (Example A)
- New Action Type → *Consent for Special Education Requested*

- New Action Type → *Consent for Special Education Received*
- New Action Type → *Original IEP Services Implemented* (Example B)

Example A:



Example B:

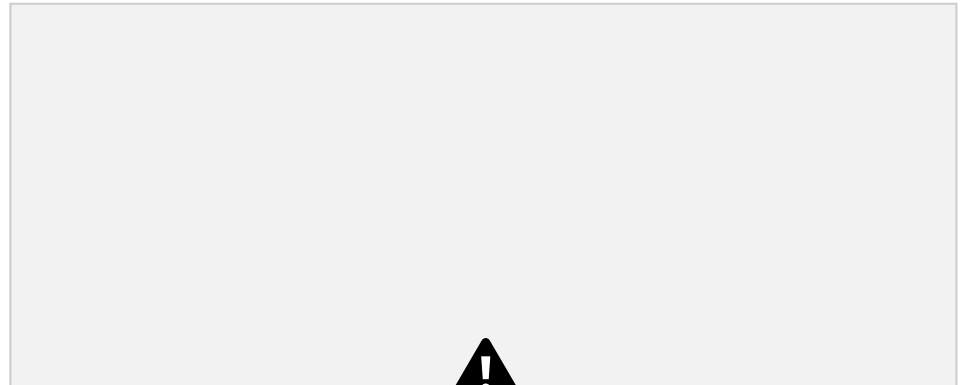


## PPT Review of Evaluation to Determine Eligibility (PPT 2)

### Meeting Procedures IEP Direct

#### 9. After the Meeting

- Finalize Document 5 Days After Meeting
- Mail Final Copies of pages 1-12 (if eligible) to the parent with the copy of consent for special education form.
- If NOT eligible send pages 1-3





- Parent has 10 days to accept/reject recommendations.
- Upload all evaluations into the DOCUMENT REPOSITORY
- Upload consent to SpEd into the DOCUMENT REPOSITORY



# **Annual Review 1 (AR1) Annual Review 1 (AR1)**

## 1. Prior to Meeting

***Provided to Parent at least 5 days prior to meeting.***

- Send Letter of Invitation (ED 623)
- Procedural Safeguards and Parent Rights
- Send Draft IEP Goals/Objectives
- Send Teacher Reports

## 2. Purpose of the Meeting

- To conduct an annual review of student's progress on goals and objectives and review overall programming supports of student.



## 3. People Required to Attend

- Administrator, Parent/Guardian, General Education Teacher, Special Education Teacher, at least 1 related service provider (OT, PT, Speech, Psych, SW or Guidance)

# Annual Review 1 (AR1)

## Meeting Procedures IEP Direct

### 4. At the beginning of the Meeting:

- Introductions

- State Purpose of Meeting
  - Ask Parents if they received their letter of invitation 5 days in advance, procedural safeguards and seclusion and restraint policy. - Ask Parents if they need review of the above - Review Medicaid
  - Ask parent permission to proceed with people in attendance.
- \*In the event of an absence or addition of a team member not originally on the invitation, ask parent permission and have them sign the ED633.

Your Meeting Reason should **ALWAYS** match the

invitation.



# Annual Review 1 (AR1)

## Meeting Procedures IEP Direct

### 5. Record the Meeting Discussion to Include:

- Parent/Guardian Input
- Progress on Goals and Objectives
- Current Levels of Performance (PLOPs)
- Review Drafted Goals and Objectives
- Special Ed and Related Services
- Accommodations and Modifications
- Extended School Year (ESY)
- Least Restrictive Environment (ED 632)
- State and District Testing
- Discussion of Transportation
- Report on Progress Cycle
- Transition Planning (Pk-K, 5-6 and 8-9)



# Annual Review 1 (AR1)

## Meeting Procedures IEP Direct

### 6. Team Recommendations:

- Special Education Support Services
- Related Services Support
- Testing Accommodations
- Record Transportation
- Record any further evaluation or data if necessary
- Para Educator Assistance (Must Complete Matrix if applicable)
- Responsible Staff
- Next Report of Progress
- Next Meeting

**Start Date:** 15 school days from meeting date and does not include weekends or holidays.

**End Date:** 364 days from the meeting date.

### Anniversary Date Plan = YES

Your Meeting Information should **ALWAYS** match the

Team Recommendations.



# Annual Review 1 (AR1)

## Meeting Procedures IEP Direct

### 7. Prior Written Notice

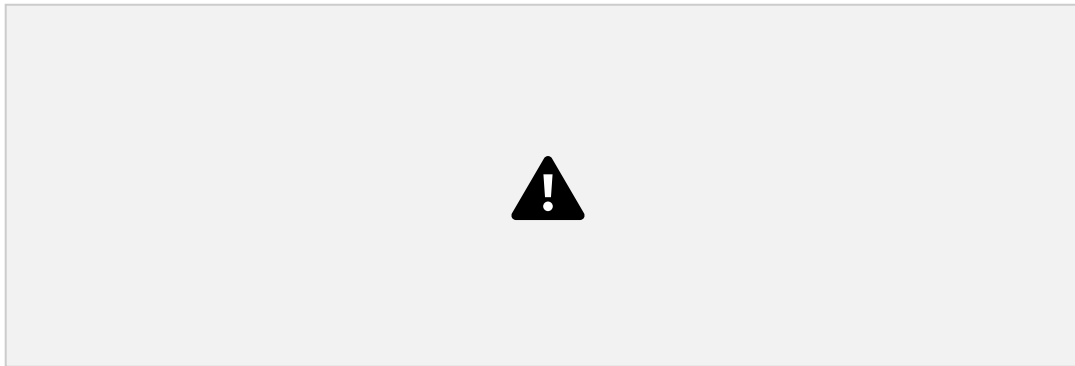
- Click the Pencil in PWN
- Click “Add”
- “Develop IEP at Annual Review” - “Implement IEP”
- Any other appropriate options (ESY, etc) *PWN Options* [REDACTED]:
  - Collect More Data
  - Parent Request
  - Discontinue Specific Service

*\*\* Not all listed here*

### **Evaluation Procedure Option Examples:** ● Achievement (Academic Eval)

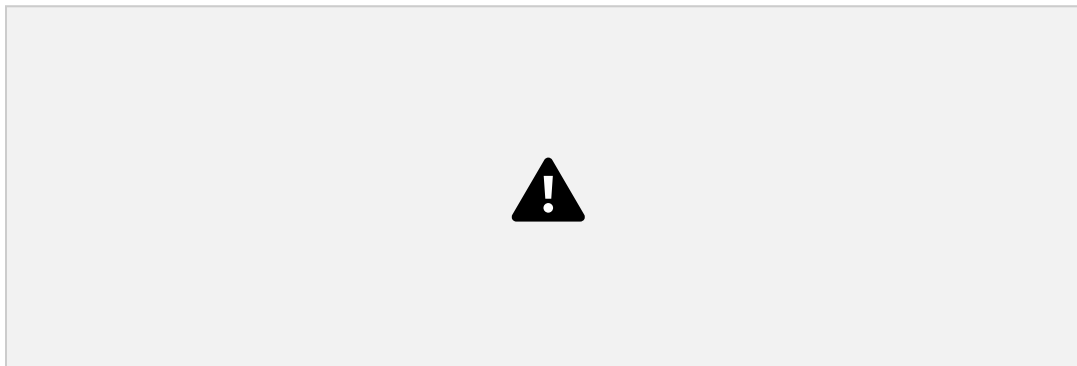
- Communication (Speech Eval)
- Cognitive (Psych Eval)
- Review Records (Reviewing Student’s Academic Records.
- Teacher Reports (Reports Provided by Teacher)

*\*\*Not all listed here*



Example A:

Example B:



## Annual Review 1 (AR1)

Meeting Procedures IEP Direct

## 8. After the Meeting

- Finalize Document 5 Days After Meeting
- Mail Final Copies of pages 1-12 to the parent.
- Parent has 10 days to accept/reject recommendations.



# Annual Review 2



# (AR2)

## Annual Review 2 (AR2)

### Meeting Procedures IEP Direct 1. Prior to Meeting

*Provided to Parent at least 5 days prior to meeting.*

- Send Letter of Invitation (ED 623)
- Procedural Safeguards and Parent Rights
- Send Draft IEP Goals/Objectives
- Send Teacher Reports

### 2. Purpose of the Meeting

- To conduct an annual review of student's progress on goals and objectives and review overall programming supports of student.

### 3. People Required to Attend

- Administrator, Parent/Guardian, General Education Teacher, Special Education Teacher, at least 1 related



service provider (OT, PT, Speech, Psych, SW or  
Guidance)

## Annual Review 2 (AR2)

### Meeting Procedures IEP Direct

#### 4. At the beginning of the Meeting:

- Introductions
  - State Purpose of Meeting
  - Ask Parents if they received their letter of invitation 5 days in advance, procedural safeguards and seclusion and restraint policy. - Ask Parents if they need review of the above - Review Medicaid
  - Ask parent permission to proceed with people in attendance.
- \*In the event of an absence or addition of a team member not originally on the invitation, ask parent permission and have them sign the ED633.

Your Meeting Reason should **ALWAYS** match the invitation.



## Annual Review 2 (AR2)

### Meeting Procedures IEP Direct

#### 5. Record the Meeting Discussion to Include:

- Parent/Guardian Input
- Progress on Goals and Objectives
- Current Levels of Performance (PLOPs)
- Review Drafted Goals and Objectives

- Special Ed and Related Services
- Accommodations and Modifications
- Extended School Year (ESY)
- Least Restrictive Environment (ED 632)
- State and District Testing
- Discussion of Transportation
- Report on Progress Cycle
- Transition Planning (Pk-K, 5-6 and 8-9)
- Plan for Re-Evaluation and obtain signed consent  
(ED627)

## Annual Review 2 (AR2)

### Meeting Procedures IEP Direct

#### 6. Team Recommendations:

- Special Education Support Services
- Related Services Support
- Testing Accommodations
- Record Transportation
- Record any further evaluation or data if  
necessary
- Para Educator Assistance (Must Complete



Matrix)

- Responsible Staff
- Evaluations Planned
- Next Report of Progress
- Next Meeting

**Start Date:** 15 school days from meeting date and does not include weekends or holidays.

**End Date:** 364 days from the meeting date.

### Anniversary Date Plan = YES

Your Meeting Information should **ALWAYS** match the

Team Recommendations.



## Annual Review 2 (AR2)

### Meeting Procedures IEP Direct

#### 7. Prior Written Notice

- Click the Pencil in PWN
- Click "Add"
- "Develop IEP at Annual Review" (Example A)
- "Implement IEP" (Example B)
- "Conduct Reevaluation"
- Any other appropriate options (ESY, etc) *PWN Options Examples:*

- Collect More Data
- Parent Request
- Discontinue Specific Service

*\*\* Not all listed here*

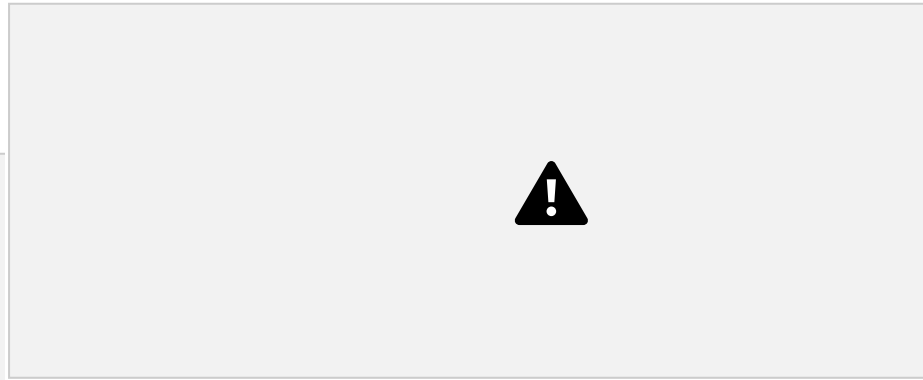
**Evaluation Procedure Option Examples:** ● Achievement (Academic Eval)

- Communication (Speech Eval)
- Cognitive (Psych Eval)

- Review Records (Reviewing Student's Academic Records.
- Teacher Reports (Reports Provided by Teacher)

*\*\*Not all listed here*

Example A:



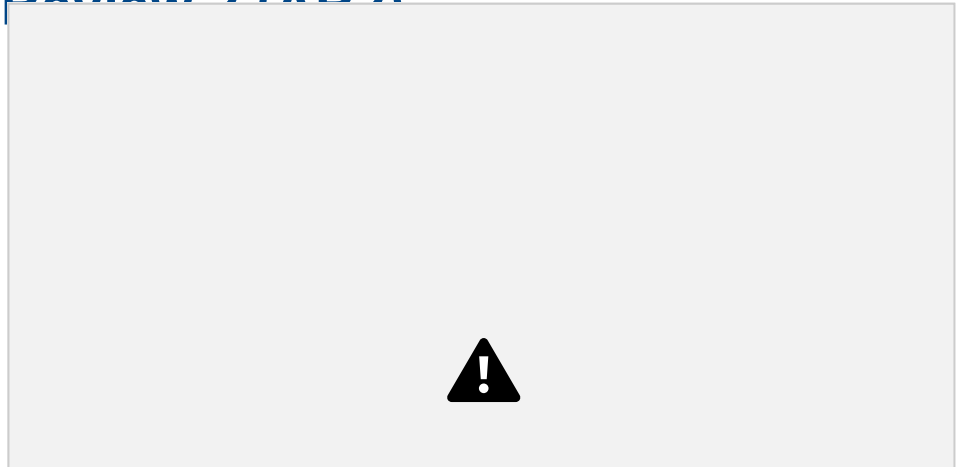
Example B:

## Annual Review 2 (AR2)

### Meeting Procedures IEP Direct

#### 8. After the Meeting

- Finalize Document 5 Days After



- Mail Final Copies of pages 1-12 to the parent.
- Parent has 10 days to accept/reject recommendations.
- Upload Signed Consent to **DOCUMENT**

## **REPOSITORY**



**Triennial Review (Year  
3)  
Triennial Review (Year 3)**

# Meeting Procedures IEP Direct 1. Prior to

## Meeting

***Provided to Parent at least 5 days prior to meeting.***

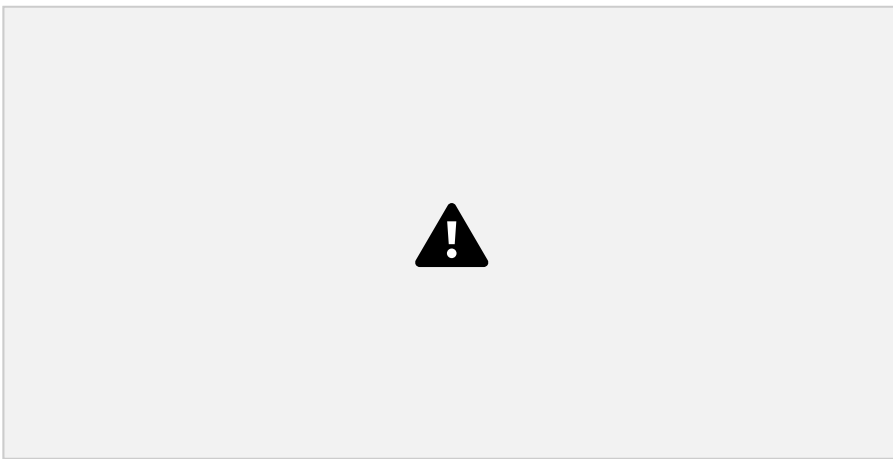
- Send Letter of Invitation (ED 623)
- Procedural Safeguards and Parent Rights
- Send copies of the evaluations
- Send Draft IEP Goals/Objectives
- Send Previous IEP close out Goals/Objectives.
- Send Teacher Reports

## 2. Purpose of the Meeting

- To conduct an annual review of student's progress on goals and objectives and review overall programming supports of student. Review evaluation results.

## 3. People Required to Attend

- Administrator, Parent/Guardian, General Education Teacher, Special Education Teacher, at least 1 related service provider (OT, PT, Speech, Psych, SW or Guidance)



# Triennial Review (Year 3)



## Meeting Procedures IEP Direct

### 4. At the beginning of the Meeting:

- Introductions
  - State Purpose of Meeting
  - Ask Parents if they received their letter of invitation 5 days in advance, procedural safeguards and seclusion and restraint policy. - Ask Parents if they need review of the above - Review Medicaid
  - Ask parent permission to proceed with people in attendance.
- \*In the event of an absence or addition of a team member not originally on the invitation, ask parent permission and have them sign the ED633.

Your Meeting Reason should **ALWAYS** match the

invitation.



## Triennial Review (Year 3)

## Meeting Procedures IEP Direct

### 5. Record the Meeting Discussion to Include:

- Parent/Guardian Input
- Progress on Goals and Objectives
- Current Levels of Performance (PLOPs)
- Review Drafted Goals and Objectives
- Special Ed and Related Services
- Accommodations and Modifications
- Evaluation Results
- Extended School Year (ESY)
- Least Restrictive Environment (ED 632)
- State and District Testing
- Discussion of Transportation
- Report on Progress Cycle
- Transition Planning (Pk-K, 5-6 and 8-9)
- Determine Continuing Eligibility (Complete appropriate Disability Checklist)



## Triennial Review (Year 3)

## Meeting Procedures IEP Direct

### 6. Team Recommendations:

- **Determination of Continuation** in SpEd and under which disability
- **If NO longer eligible - STOP HERE**
- Special Education Support Services
- Related Services Support
- Testing Accommodations
- Record Transportation
- Record any further evaluation or data if necessary
- Para Educator Assistance (Must Complete Matrix)
- Responsible Staff
- Next Report of Progress
- Next Meeting

**Start Date:** 15 school days from meeting date and does not include weekends or holidays.

**End Date:** 364 days from the meeting date.

Your Meeting Information should **ALWAYS** match the

Team Recommendations.



# Triennial Review (Year 3)

## Meeting Procedures IEP Direct

### 7. Prior Written Notice

- Click the Pencil in PWN
- Click “Add”
- “Develop IEP at Triennial Review” (Example A)
- “Implement IEP” (Example B)
- “Determine student IS eligible for Special Education”
- Any other appropriate options (ESY, etc) *PWN Options Examples:*
  - Collect More Data
  - Parent Request
  - Discontinue Specific Service

*\*\* Not all listed here*

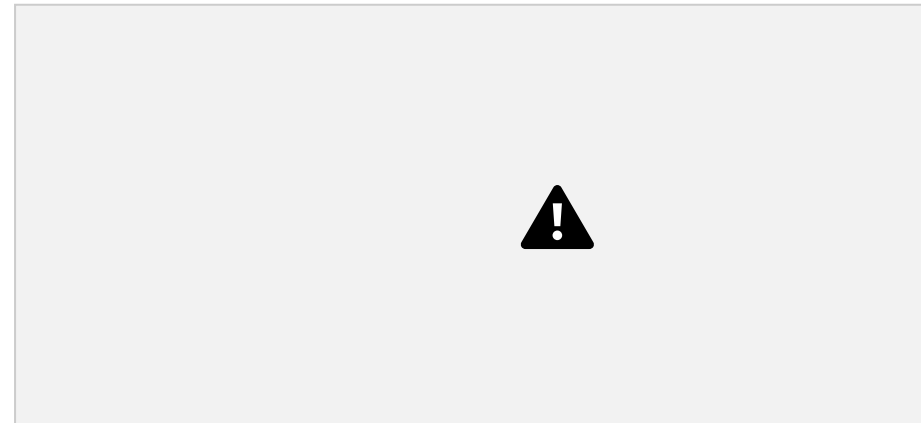
**Evaluation Procedure Option Examples:** ● Achievement  
(Academic Eval)

- Communication (Speech Eval)
- Cognitive (Psych Eval)
- Review Records (Reviewing Student’s Academic Records.

- Teacher Reports (Reports Provided by Teacher)

*\*\*Not all listed here*

Example A:



Example B:

# Triennial Review (Year 3)

## Meeting Procedures IEP Direct

## 8. After the Meeting

- Finalize Document 5 Days After
- Mail Final Copies of pages 1-12 to the parent.
- Parent has 10 days to accept/reject recommendations.
- Upload Evaluations to **DOCUMENT REPOSITORY**



# Review or Revise (R/R) Review or Revise (R/R)

## Meeting Procedures IEP Direct

### 1. Prior to Meeting

*Provided to Parent at least 5 days prior to meeting.*

- Send Letter of Invitation (ED 623)
- Procedural Safeguards and Parent Rights

### 2. Purpose of the Meeting

- To review the student's progress and revise the IEP.

### 3. People Required to Attend

- Administrator, Parent/Guardian, General Education Teacher, Special Education Teacher, at least 1 related



service provider (OT, PT, Speech, Psych, SW or Guidance)

# Review or Revise (R/R)

## Meeting Procedures IEP Direct

### 4. At the beginning of the Meeting:

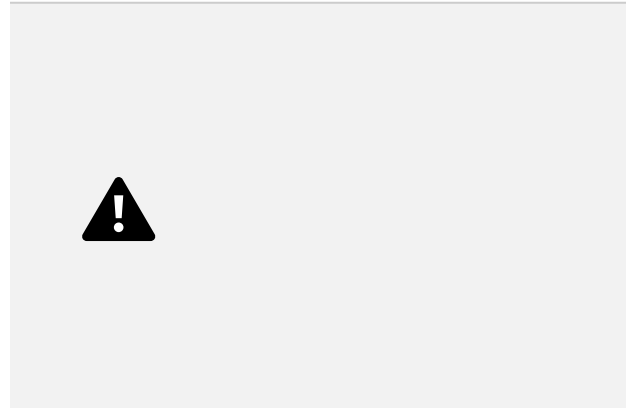
- Introductions
- State Purpose of Meeting
- Ask Parents if they received their letter of invitation 5 days in advance, procedural safeguards and seclusion and restraint policy.
- Ask Parents if they need review of the above - Review Medicaid
- Ask parent permission to proceed with people in attendance.
- \*In the event of an absence or addition of a team member not

originally on the invitation, ask parent permission and have them sign the ED633.

Your Meeting Reason should **ALWAYS** match the invitation.

Your Meeting Date should be

the date of your meeting and your Most Recent Annual Review should remain the date of the original Annual Review.



**(R/R)**

**Direct**

**Discussion to**

# Review or Revise

## Meeting Procedures IEP

5. Record the Meeting Include:

- Parent/Guardian Input
- Progress on Goals and Objectives
- Current Levels of Performance (PLOPs)
- Review Drafted Goals and Objectives
- Special Ed and Related Services
- Accommodations and Modifications
- Extended School Year (ESY)
- Least Restrictive Environment (ED 632)
- State and District Testing
- Discussion of Transportation
- Report on Progress Cycle
- Transition Planning (Pk-K, 5-6 and 8-9)

## **Review or Revise (R/R)**

### **Meeting Procedures IEP Direct**

#### **6. Team Recommendations:**

- Continue IEP

**OR**

- Revise IEP to reflect....





- Reconvene Date if agreed to...

**Start Date:** 15 school days from meeting date and does not include weekends or holidays.

**End Date:** Does not change.

Your Meeting Information should **ALWAYS** match the Team Recommendations.

## Review or Revise (R/R)

### Meeting Procedures IEP Direct

#### 7. Prior Written Notice

- Click the Pencil in PWN
- Click "Add"
- "Revise IEP" (Example A)

OR

- "Continue IEP" (Example B)

*Options Examples:*

- Collect More Data
- Parent Request
- Discontinue Specific Service

\*\* Not all listed here

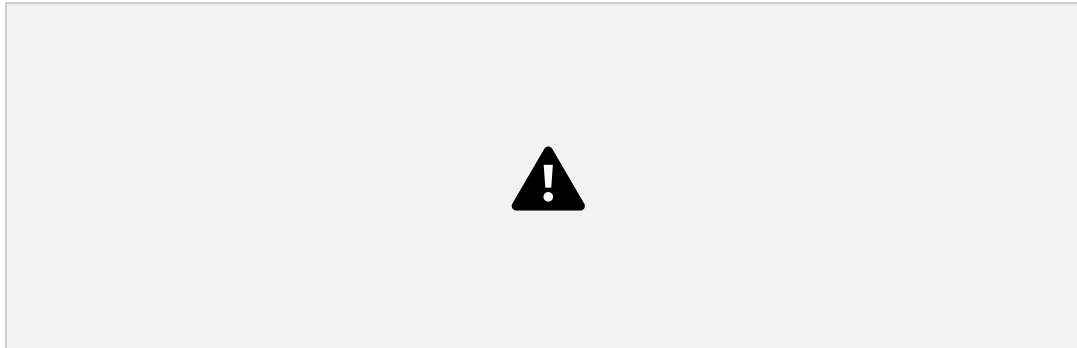
- Evaluation Procedure Option Examples:**
- Achievement (Academic Eval)
  - Communication (Speech Eval)
  - Cognitive (Psych Eval)
  - Review Records (Reviewing Student's Academic Records.)
  - Teacher Reports (Reports Provided by Teacher)

*\*\*Not all listed here*



Example A:

Example B:



**Review or Revise (R/R)**

# Meeting Procedures IEP Direct

## 8. After the Meeting

- Finalize Document 5 Days After
- Mail Final Copies of pages 1-12 to the parent.
- Parent has 10 days to accept/reject recommendations.



# Manifestation Determination

## Manifestation Determination

### Meeting Procedures IEP Direct

#### 1. Prior to Meeting

*Provided to Parent at least 5 days prior to meeting.*

- Send Letter of Invitation (ED 623)
- Procedural Safeguards and Parent Rights

**\*MEETING MUST BE HELD BEFORE THE 10TH DAY  
OF**

**SUSPENSION\***

#### 2. Purpose of the Meeting

- Manifestation Determination to determine if the student's  
behavior was a manifestation of the student's  
disability.



### 3. People Required to Attend

- Administrator, Parent/Guardian, General Education Teacher, Special Education Teacher, at least 1 related service provider (OT, PT, Speech, Psych, SW or Guidance)

## Manifestation Determination

### Meeting Procedures IEP Direct

#### 4. At the beginning of the Meeting:

- Introductions
- State Purpose of Meeting
- Ask Parents if they received their letter of invitation 5 days in advance, procedural safeguards and seclusion and restraint policy. - Ask Parents if they need review of the above - Review Medicaid
- Ask parent permission to proceed with people in attendance.

\*In the event of an absence or addition of a team member not originally on the invitation, ask parent permission and have them sign the ED633.

Your Meeting Reason should **ALWAYS** match the invitation.

Your Meeting Date should be the date of your meeting and your Most Recent Annual Review should remain the date



## Manifestation Determination

### Meeting Procedures IEP Direct

#### 5. Record the Meeting Discussion to Include:

- Review the incident/misconduct AND complete the  
WORKSHEET FOR MANIFESTATION  
DETERMINATION
- Determine if the behavior was a manifestation of the  
student's disability.
- Review all components of the IEP



# Manifestation Determination

## Meeting Procedures IEP Direct

### 6. Team Recommendations:

- State if behavior was or was not a manifestation of the student's disability.
- Record any revisions made to current IEP
- Record any further assessments necessary
- Record Next Scheduled Meeting

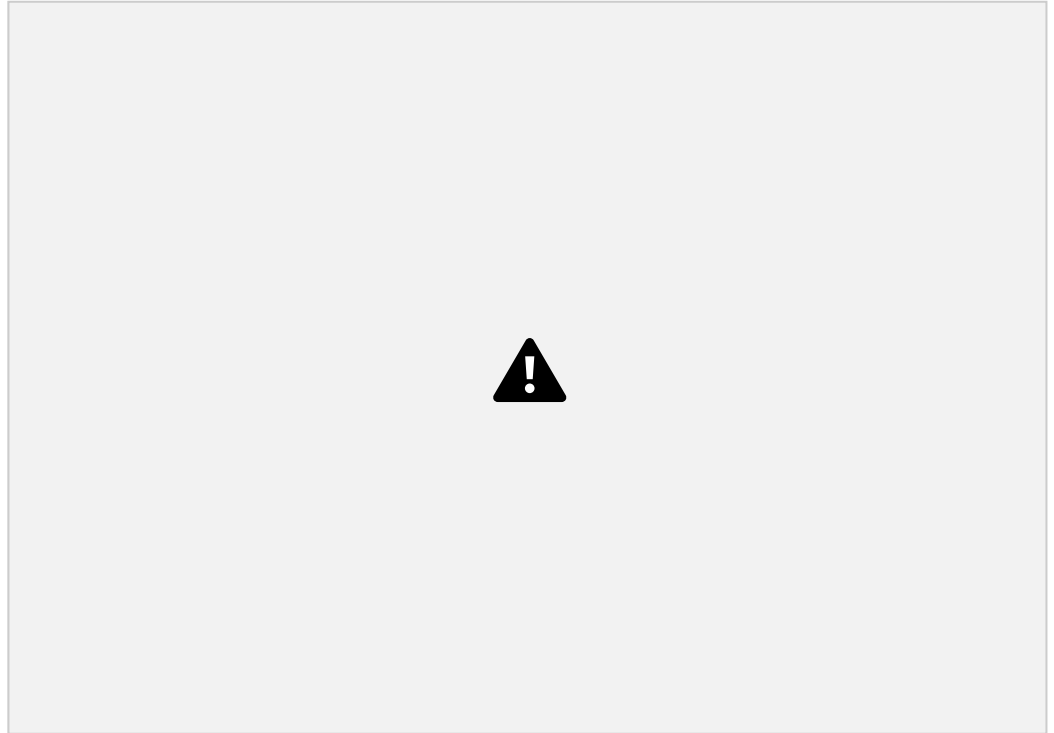
Start Date: 15 school days from meeting date and does

not include weekends or holidays.

End Date: Stays the same.

Your Meeting Information should **ALWAYS** match the

Team Recommendations.



# Manifestation Determination

## Meeting Procedures IEP Direct

### 7. Prior Written Notice

- Click the Pencil in PWN
- Click “Add”
- “Behavior WAS a manifestation” (Example A)

OR

- “Behavior WAS NOT a manifestation” (Example B)

*Options Examples:*

- Collect More Data
- Parent Request
- Discontinue Specific Service

*\*\* Not all listed here*

**Evaluation Procedure Option Examples:** ● Achievement  
(Academic Eval)

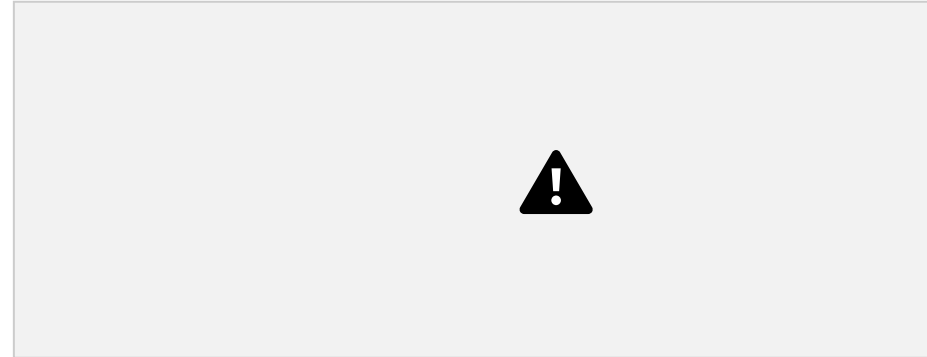
- Communication (Speech Eval)
- Cognitive (Psych Eval)
- Review Records (Reviewing Student’s Academic Records.
- Teacher Reports (Reports Provided by Teacher)

*\*\*Not all listed here*

Example A:



Example B:



# Manifestation Determination

## Meeting Procedures IEP Direct



## 8. After the Meeting

- Finalize Document 5 Days After
- Mail Final Copies of pages 1-12 to the parent.
- Parent has 10 days to accept/reject recommendations.
- Upload Manifestation Determination Worksheet to

**DOCUMENT REPOSITORY.**

