

CORRECTABLE AND TEACHABLE ERROR LIST
 Incomplete Special Education Files
 What Do You Do?

File Error	Correctable	Non-Correctable	Supporting Rules & Requirements
Record of Access	Print current form (July 07) from District website; enter student name, student number and current date.		
Current Information	Available on myIDEA		
IEP- Expired	Hold a new IEP meeting		If IEP is due before Oct. 31 (for transferring pre-school, 6th, 9th, and 12 to Post High School grade students only), is missing, or is past due, return to previous school team (within Davis District) to hold meeting. See 20-day rule! No student record is ever returned out of district.
IEP-Missing Signatures	Attach IEP Team Member not attending forms to the IEP for the missing team members if they are completed before the IEP meeting.		It is not permitted to get signatures after the meeting or from team members who did not attend or falsify records in any way
IEP-Missing All Signatures	Reconvene IEP meeting, propose an IEP developed to reasonably meet the student's educational needs. Obtain team signatures.		
IEP - expired or going to expire while student is in different setting. i.e. Farmington Bay, Hospitalization , Irregular Attendance, Lock Up, etc.	Contact Supervisor		Please remember: IEPs cannot be extended beyond the IEP duration of 364 days, There are no exceptions to this requirement! If the student returns after the IEP due date has passed, the team needs to convene an IEP team meeting, propose an IEP reasonably designed to meet the student's educational needs and sign the IEP as quickly as possible (with 30 calendar days of enrollment date).

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IEP Meeting- No response from parent after 2 Notice of Meetings	If parent does not show up for an IEP meeting after three earnest documented attempts, to hold meeting on three separate days, IEP meeting MUST be held without parent. Third Notice should document that the meeting will be held with or without parent attendance. Exception not for an <i>Initial</i> IEP/Eligibility meeting.		Meeting should be held on the day indicated on the third Notice ** Attempts should be made within three to five days of each other ** Remember: Extensions are not permitted ** (Begin IEP process early enough to allow for three attempts)
Notice of Meeting - missing	Print a finalized copy and place in file.	If notice does not exist in Documents Archive, this error is non-correctable. Ensure subsequent notices are complete and place in file.	Mailing out a certified copy is not required
Notice of Meeting immediate request from parent	Print Notice from myIDEA; Copy to parent; Copy in file		Print the Notice of Meeting on the same day the meeting is held
Special Education Meeting Summary - missing		This error is non- correctable. Ensure subsequent Meeting Summaries are written during meetings and completed form is place in student file.	
Progress Report - missing	Print form from myIDEA archive if it is available.	This error is non - correctable. Ensure subsequent Progress Reports are done at correct reporting periods for the upcoming terms.	Reminder: Please finalize after Progress Reports are printed and place in yellow folder.

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Age of Majority missing	Print form from myIDEA and have signed.		Age of majority can be addressed at the IEP meeting and must be signed on or before a student's 17th birthday.
Health Care Plan (If applicable)	Contact Nurse		Health Care Plans are valid for one year. Current original must be in students file Shred outdated copies. Please note under accommodations
Last Previous IEP Missing		Print an archived copy for file, if available. If archive is not available, this error is non-correctable. Ensure that subsequent copies of IEP's are retained and placed in the student files.	Print an archived copy for file, if available.
At Risk Intervention documentation or Student Intervention Profile missing		If document is missing, it is a non-correctable error.	
Referral for Evaluation for SpEd services - missing		If document is missing, it is a non-correctable error.	
RDR Re-Evaluation Data Review missing	If eligibility has not been re-determined, conduct the RDR before eligibiilty determination.	If document is missing, it is a non-correctable error.	RDR can be completed at the IEP meeting one year prior to three-year re-evaluation due date. RDR must be done prior to re-evaluation.
Prior Notice and Consent for Evaluatin/Re-Evaluation - missing		If document is missing, it is a non-correctable error.	Form can be signed up to 180 calendar days prior to starting assessments for re-evaluation. Indicate on form when evaluation will begin approximately.

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Prior Notice for Identification and Determination of Eligibility missing	Complete Re-Evaluation Data Review, Complete Consent to Evaluate if needed, Eligibility form; hold meeting to determine Eligibility.		Return to previous school, within Davis District, to do RDR, and Eligibility Determination (Eligibility from myIDEA)See 20 - day Rule. **Attach supporting documentation (i.e. doctor's note, observations, estimator calculation)
Initial Placement missing or Out of State Move-in	Print Initial Placement form from myIDEA, get Parent Signature ASAP. Do not Backdate. Check appropriate box for "Move-in" or "Replacement".		If initial Placement was not completed by previous (Davis District) team, return to sending team to obtain parent signature See 20 - Day Rule ! At end of document ** Out-of-state Move-In files need new Initial Placement form completed and signed.
Change of Placement (if applicable)	Service Pattern on IEP and Placement must Match.		
Do You Know? The 20 Day Rule!	Case managers who receive an incomplete file may return the file to the sending school within Davis School District for up to 20 contract days of receiving the file. The reason for return must be one of the Four +1 Reasons to Return a file. Located on SPED Training Documents.	The sending school will, then, be responsible for making corrections. All corrections must be completed within 20 contract days.	Conversely, after having the file for more than 20 contract days, the current Case manager must make all corrections.