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)
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

5. Complete top portion:

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, procedural 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.

**Initial PPT Review Referral Meeting (PPT1)**

**Meeting Procedures IEP Direct**

5. Record the meeting discussion in the meeting
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:
- 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**

**Review Referral Meeting (PPT1)**

**Meetina Procedures IEP Direct**

7. The Process Log
- On the top navigation b
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”
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”

- If Parent revokes consent follow “Example B”

Example A:
Example B:

**Initial PPT Review**

### Meeting Procedures IEP Direct

#### 8. After the Meeting
- Finalize Document 5 Days After
- Mail Final Copies of pages 1-3
- Upload Signed Consent to DOCUMENT REPOSITORY
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
2. Purpose of the Meeting

- To discuss 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.

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:**
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 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)

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 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.
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)
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.
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:
- 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
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.
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
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.
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
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.
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:
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
Meeting Procedures

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
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.

Review or Revise (R/R)

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)

Review or Revise (R/R)

Meeting Procedures IEP Direct

6. Team Recommendations:
   - Continue IEP

OR

   - Revise IEP to reflect….
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)
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.
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
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
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.
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:

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.