

Provision:	Article VI, Section 12; Section 13	Title:	Case Manager Responsibilities; Evaluation Coordinator Responsibilities
Presentation:	Third (Second 6/25/24, First 5/30/24, Supposal 5/16/24) (CEA 6/25/24, 8/8/24)	Date:	8/8/2024

District Proposed 8/8/24:

Section 12 Case Manager Responsibilities

1. The primary special education service provider is also the case manager for students who receive special education services.
Primary can be defined as the only service provider, the service provider with most service time, or when the student is only eligible for related services, as defined in WAC 392-172A-01155, the following order of case manager will be used: SLP, then OT, then PT.
2. The following is a list of case manager responsibilities for all special education service providers:
 - A. Provide parent/guardian a draft of the IEP document not less than 24 hours before the IEP meeting.
 - B. Following the IEP meeting, lock the IEP within five (5) working days of the IEP meeting and submit/upload all signature pages (except in the case of initial IEPs when the evaluation and IEP meeting occur on the same day).
 - C. In the instance of the need for an amendment, complete the amendment (including any necessary meetings) within three (3) weeks.
 - ~~C.D.~~ Continue case managing and serving students who are removed/excluded from campus.

Section 13 Evaluation Coordinator Responsibilities

1. Complete transfer reviews, for students who are eligible for special education services and have enrolled into the school district, within 10 working days of the student enrolling and the receipt of educational records.
Provide a draft evaluation to the parent/guardian not less than 24 hours before the Evaluation meeting.
3. Following the Evaluation meeting, lock the evaluation within 10 working days of the evaluation meeting, and submit/upload all signature pages.

TA

Merudth Lemelin
8/8/24

TA

[Signature]
8/8/24