IEP ELIGIBILITY TEAM PROCEDURES

Review each of the appropriate eligibility components listed on the appropriate COMPLIANCE VERIFICATION FORM.

Name of Student: _____ DOB _____
(Full Name)
School:_____ Date: _____

Purpose of meeting: _____

- IEP Eligibility Team members introduce themselves. Team should include the parent and required professionals listed in the Alabama Administrative Code.

Review the following:

- ☐ Notice of Proposed Meeting
- ☐ Student RtI/PST Documentation forms (Initial) or Reevaluation information
- ☐ Special Education Rights
- ☐ Notice and Consent for Initial Evaluation/Consent for Reevaluation

Review all evaluation information required for the disability area(s) under consideration and the following:

- ☐ Latest grades
- ☐ Parent/Teacher Input
- ☐ Medical/psychological reports
- ☐ Other Pertinent Information
- ☐ Work Samples
- ☐ Documentation of Appropriate Instruction checklist
- ☐ Data-based Documentation

Ensure that all evaluation information from parents and education agency is documented and considered.

- Each Team member's name will be typed on the signature page of the Notice and Eligibility Decision Regarding Special Education Services. Members of IEP Eligibility Team will then sign beside their typed names.

- Give parent copy of the psychological report and copy of Notice and Eligibility Decision Regarding Special Education Services.

- **If INELIGIBLE**:
  - ⇒ Retain copy of the Notice and Eligibility Decision Regarding Special Education Services **and** psychological report
  - ⇒ Refer student to Response to Instruction/Problem Solving Team (RtI/PST team) with Recommendations
  - ⇒ Enter relevant data into STISETS and complete process.
  - ⇒ Immediately send copy of signature page to Linda King, Special Services, COS. Send entire evaluation packet (Initial) and/or Special Education folder (Reevaluation) to COS.

- **If ELIGIBLE:**
  - ⇒ Retain copy of the Notice and Eligibility Decision Regarding Special Education Services in student's Special Education folder.
  - ⇒ Enter relevant data into STISETS.
  - ⇒ Immediately send copy of eligibility signature page to Linda King, Special Services, COS.