



## **District Oversight Process ETR/IEP**

1. Director of Special Services will be responsible for development of District Google Spreadsheet to track IEP/ETR data.
2. Director of Special Services and Special Education Secretary will have editor rights on the spreadsheet for revisions to occur ongoing.
3. Spreadsheet to be shared with all special education staff and administration with view only rights.
4. Spreadsheet will be reviewed by Director of Special Services and Special Education Secretary weekly.
5. Spreadsheet to be reviewed with special education staff monthly during staff PD time and additional times as necessary, to assure awareness of due dates (both ETRs and IEPs).
6. All ETR/IEP documentation will be documented in Progress Book portal.
7. School Psychologist will complete all components of Evaluation Team Report within timelines, reviewed weekly by Director of Special Services.
8. Intervention Specialists will complete all components of the IEP process within timelines, reviewed weekly by Director of Special Services.
9. Intervention Specialists will utilize IEP Checklist to assure all parts of the process are complete.