

PINELLAS COUNTY SCHOOLS
EXCEPTIONAL STUDENT EDUCATION (ESE) DEPARTMENT
ESE ADMINISTRATIVE CHECKLIST FOR MANIFESTATION DETERMINATION

Student:	Grade:	School:
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- 1. Review of Focus discipline information regarding out of school suspension days:**
☐ **Under 10 days** – student may be given out of school suspension as a consequence for incident. (ESE students cannot be suspended for more than a cumulative total of 10 days in a school year).
☐ **10 or more days** – out of school suspension cannot be given as a consequence for incident. In-school suspension may be considered.
☐ If reassignment is approved, and is a zero tolerance incident, parent should be notified that they can enroll their student at the alternative school before all suspension days are served (applies **ONLY** to “Zero Tolerance” incidents).
- 2. Date Due Process was provided to parent/student:** _____
- 3. Contact the Area Superintendent for approval if reassignment/expulsion is being considered (**N/A for District Application Programs (DAP)).**
☐ Approval for reassignment by Area Superintendent obtained. ***N/A for District Application Programs (DAP) only.*
☐ Contacted District ESE Office at **588-6023** to schedule a Manifestation Determination Review meeting. This meeting **must be conducted within 10 school days** of the date the student and parent are advised of change of placement (due process).
☐ Notification packet provided to parent. Must include: ☐ Notice of Manifestation Determination Meeting (PCS 2-1845)
☐ PEER Notice of Meeting, ☐ Parent Planning Notes, ☐ Student Transition Planning Notes (PCS 2-108-13), and a copy of the ☐ Procedural Safeguards.
 Parent must be provided with 2 notifications (at least one in writing). The Notice of Meeting form is generated from the PEER program.
One written notice must be sent by certified mail, hand-delivery or electronically. Verification of receipt of notice is required for the Manifestation Determination Review meeting.
 _____ **Date** of first notice. Method: ☐ phone ☐ electronic ☐ verbal in person ☐ written certified mail ☐ written hand-delivery
 _____ **Date** of student notice. Method: ☐ phone ☐ electronic ☐ verbal in person ☐ written certified mail ☐ written hand-delivery
 *If the student is 12 or older, the student must be sent a separate Notice of Meeting, with transition planning notes and Procedural Safeguards.
 _____ **Date** of second parent (and student, if applicable) notice.
 Method: ☐ phone ☐ electronic ☐ verbal in person ☐ written certified mail ☐ written hand-delivery
- 4. Copies of the following items must be in the red staffing folder for the Manifestation Determination meeting.**
☐ Notice of Manifestation Meeting, including student notification, if applicable (PCS 2-1845).
☐ Notice of Meeting, including student notification, if applicable, (from PEER) showing “Purpose of Meeting” as **Manifestation Determination and IEP Amendment ONLY**. Include “**District Staff**” as “Other” participant.
☐ Parent Input Form (from PEER, under “Documents and Forms”).
☐ Student Transition Planning Notes (PCS 2-108-13) *Required for students age 12 or older.
☐ Proof of parent/guardian receipt of Notice of Meeting for Manifestation Determination Review
 (proof must be either the email, signed notice of meeting, signed delivery card receipt for certified mail, or tracking record of verifying delivery from USPS.com).
☐ If student has a PSW/FBA/PBIP, a hard copy of the plan should be in the staffing folder and copies uploaded in PEER.
- 5. **Email prior to/bring the following materials with you to the Manifestation Determination meeting (school-based).**
☐ Red Staffing Folder (with all documents from above), any related services folders and case manager folders (*bring to MDR).
☐ Cumulative Folder brought to MDR (containing the Area Superintendent’s Discipline Packet).
☐ An **electronic** copy of the Area Superintendent's Discipline Packet (**emailed to MDR CED the **day before** meeting). ****N/A for DAP only*
☐ An **electronic** copy of the PSW/FBA/PBIP (**emailed to MDR CED **3 days prior to** meeting).
☐ PEER IEP Meeting Participants Signature Sheet (brought to MDR).
☐ Teacher/Service Provider Input (from PEER) from at least one ☐ general education teacher of the student **AND** at least one ☐ special education teacher of the student (**emailed to MDR CED **3 days prior to** meeting).
☐ Teacher summary of Behavior Concerns (PCS 2-2768) from at least one ☐ general education teacher of the student **AND** at least one ☐ special education teacher of the student (**emailed to MDR CED **3 days prior to** meeting).
- 6. The sending school is responsible for drafting an IEP amendment for the MDR meeting AND, if the annual IEP is due within 60 days of the MDR meeting, the sending school is also responsible for drafting the annual IEP for the receiving school.**
 The draft IEP amendment must incorporate **all** information and/or data gathered pertaining to the incident resulting in the manifestation and updated present levels of performance, as well as Conference Notes. The IEP amendment will be locked at the MDR meeting.
 If the annual IEP is due within 60 days of the MDR meeting, the **school** in which the student is placed **after the MDR** will hold the annual IEP **meeting within 15 days** of the MDR to address the behaviors of concern and the recommendations from the MDR team.