NORTHLAND LEARNING CENTER COOPERATIVE

## Part B Due Process Task Flow

Student: _____

Date: _____

| DUE PROCESS TASK FLOW Part B | Date Completed |
|---|---|
| **Referral** | |
| **Referral** received from child study team or filled out by case manager for re-evaluation | |
| Referral sent to co-op (fax/mail/email) | |
| Assessment plan received from co-op | |
| New student entered into SPED forms | |
| **Evaluation** | |
| **Notice of Team Meeting** to discuss evaluation plan with parents | |
| **Record of Team Meeting** to discuss evaluation plan with parents | |
| **Evaluation Plan Prior Written Notice** sent to parent (allow 14 days for parent review) | |
| **Evaluation plan Prior Written Notice** signature received from Parent (dated on form)<br>**Clock Starts** 30 days for part | |
| **Send** (fax/mail/email) **copy of signed evaluation plan** to school psychologist (all pages) | |
| **Evaluation completed** by day 30 and made available to parent | |
| **Notice of Team Meeting** with parent to discuss evaluation results | |
| **Record of Team Meeting** to discuss evaluation results | |
| **Year 1 IEP** | |
| **Notice of Team Meeting** to develop IEP | |
| **Record of Team Meeting** to develop IEP | |
| **IEP Completed** | |
| **Prior Written Notice of Proposed Services for IEP**<br>(IEP must not start services prior to 14 days of notice) | |
| **Prior Written Notice for IEP** signature page received | |
| **Progress Report #1** progress reports should be mailed with report card<br>unless IEP present levels counts as one updated progress report, number of progress reports many vary according to district policy i.e. trimesters/quarters | |
| **Progress Report #2** (Mailed with report card) | |

*Updated and Revised February 18, 2026*

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| **Progress Report #3** (Mailed with report card) | |
| **Progress Report #4** (Mailed with report card) | |
| **Amendment to IEP** if needed | |
| **Prior Written Notice** for amendment mailed home (14 day review) | |
| **Prior Written Notice** for amendment received | |
| **Year 2 IEP** | |
| **Notice of Team Meeting** to develop IEP | |
| **Record of Team Meeting** to develop IEP | |
| **IEP Completed** | |
| **Prior Written Notice of Proposed Services for IEP**<br>IEP must not start services prior to 14 days of notice | |
| **Prior Written Notice for IEP** signature page received | |
| **Progress Report #1** progress reports should be mailed with report card<br>unless IEP present levels counts as one updated progress report, number of progress reports many vary according to district policy i.e. trimesters/quarters | |
| **Progress Report #2** (Mailed with report card) | |
| **Progress Report #3** (Mailed with report card) | |
| **Progress Report #4** (Mailed with report card) | |
| **Amendment to IEP** if needed | |
| **Prior Written Notice** for amendment mailed home (14 day review) | |
| **Prior Written Notice** signature for amendment received | |
| **Year 3 IEP** | |
| **Notice of Team Meeting** to develop IEP | |
| **Record of Team Meeting** to develop IEP | |
| **IEP Completed** | |
| **Prior Written Notice of Proposed Services for IEP**<br>(IEP Must not start services prior to 14 days of notice) | |
| **Prior Written Notice for IEP** Signature page received | |
| **Progress Report #1** progress reports should be mailed with report card<br>unless IEP present levels counts as one updated progress report, number of progress reports many vary according to district policy i.e. trimesters/quarters | |
| **Progress Report #2** (Mailed with report card) | |
| **Progress Report #3** (Mailed with report card) | |
| **Progress Report #4** (Mailed with report card) | |
| **Amendment to IEP** if needed | |
| **Prior Written Notice** for amendment mailed home (14 day review) | |
| **Prior Written Notice** for amendment received | |

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| **Add additional forms as necessary:**<br><br>● Manifestation Determination<br>● Medical documentation<br>● Health Plan<br>● Third party billing<br>● Authorization for release of information<br>● Agreement to dismiss a team member from meeting<br>● Extended School Year<br>● Transfer of parental Rights<br>● Summary of performance (graduating students) | |
| **BEGIN PROCESS OVER FOR RE-EVALUATION** | |