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) **Clock Starts** 30 days for part B	
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 (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 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)	

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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 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 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 (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 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	

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