



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

MEMORANDUM NO. 2011-147

TO: Special Education Directors
Special Education Data Coordinators

FROM: Stephanie Weaver, Deputy Director
Special Programs Division

DATE: November 21, 2011

SUBJECT: Special Education Model Forms

IMPORTANT INFORMATION

During the Wyoming Department of Education (WDE) Special Education Model Forms trainings conducted across the state this school year, the WDE discovered some form errors requiring correction. As a result, the Department has made several mid-year updates, which are detailed below.

Most of the improvements would not have warranted mid-year changes. However, some of the changes are substantive in nature and required the WDE's immediate attention to better facilitate compliant practices in Wyoming school districts and public agencies.

Below is a summary of the changes, and the corrected forms have already been posted on the WDE website for easy access (edu.wyoming.gov):

- Checklist:** added I-4b in three places after I-4a.
- G-1, Notice of Team Meeting:** changed boxes to * and added an explanatory note above
- E-2, Prior Written Notice Consent for Evaluation:**
 - Section A, third box: changed "evaluate" to "reevaluate"
 - Changed PWN section by adding the standard paragraph

Special Education Directors
Special Education Data Coordinators
Memo No. 2011-147
November 21, 2011
Page 2

- E-3**, Evaluation Report Eligibility Determination:
 - Part I, Section E: added bold type ". . .conducted and/or reviewed as part of this evaluation. . ."
 - Part II, Section C: amended both incomplete citations
 - Part II, Section D:
 - Amended bold type ("Complete this section ONLY IF determining eligibility for SLD")
 - Removed underlining

- E-SLD**, Eligibility Criteria Form for Specific Learning Disability:
 - Part IV: removed capital letter from "scientific" in the explanatory box
 - Part V: Exclusionary Factors explanation box now reads "Both statements must be checked YES"

- E-SL**, Eligibility Criteria Form Speech or Language Impairment: changed "PART IV: EXCLUSIONARY FACTORS" to "PART V: EXCLUSIONARY FACTORS"

- I-3**, Prior Written Notice and Consent for Initial Provision of Services: changed PWN section by adding the standard paragraph

- I-4**, IEP:
 - Reformatted the Consideration of Special Factors section
 - Consideration of Special Factors section: added "If yes, then answer the following:" before the sub-questions on two items
 - Added an N/A box to "Indicate whether this goal will be implemented during ESY"
 - Least Restrictive Environment section:
 - Reformatted the section
 - Added "If yes, then answer the following:" before the sub-question on one item

If you have questions or need further clarification, please contact Stephanie Weaver at stephanie.weaver@wyo.gov or (307) 857-9260.