## Special Education Checklist

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<th>Name of Student</th>
<th>WISER ID</th>
<th>DOB</th>
<th>Grade</th>
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<td>Name(s) of Parent or Guardian</td>
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| Disability Category | Annual IEP Date | Three Year Reevaluation Date |

### Referral
- Referral for Special Education: (Form E-1)
  - Notice of Team Meeting (Form G-1)
  - Prior Written Notice (Form G-2)
  - Procedural Safeguards
- Parent Request for Special Education:
  - Prior Written Notice (Form G-2)
  - Procedural Safeguards

### Initial Evaluation
- Notice and Consent for Evaluation (Form E-2)
- Eligibility Criteria Worksheet(s)
- Notice of Team Meeting (Form G-1)
- Evaluation Report and Eligibility Determination (Form E-3)
  - Prior Written Notice, if ineligible (Form G-2)

### Initial Services
- Notice of Team Meeting, if needed to develop an IEP (Form G-1)
- Prior Written Notice and Consent for Initial Services (Form I-3)
- IEP (Forms I-4, I-4a, and I-4b)

### Annual IEP
- Consent for Transition Agency Participation, if needed (I-1)
- Notice of Team Meeting (Form G-1)
- Excusal of an IEP Team Member, if needed (Form I-2)
- IEP (Forms I-4, I-4a, and I-4b)
- Prior Written Notice (Form G-2)
- Procedural Safeguards

### IEP Amendment
- IEP Amendment, if changes proposed after annual meeting (Form I-5)
- Prior Written Notice (Form G-2)
- Copy of new IEP, if requested.
☐ REEVALUATION

☐ Notice and Consent for Evaluation (Form E-2)
☐ Evaluation Report and Eligibility Determination (Form E-3)
  ☐ Prior Written Notice, if any changes are proposed (Form G-2)
☐ Agreement not to reevaluate per §300.303.
  ☐ Prior Written Notice (Form G-2)

☐ TRANSFER STUDENTS

☐ Transfer within state in the same school year:
  ☐ Notice of Team Meeting to review transfer IEP and determine comparable services. (Form G-1)
  ☐ Adopt IEP from previous district, OR
  ☐ Develop and implement a new IEP. (Forms I-4, I-4a, and I-4b)
  ☐ Prior Written Notice (Form G-2)

☐ Transfer from another state in the same school year:
  ☐ Notice of Team Meeting to review transfer IEP and determine comparable services. (Form G-1)
  ☐ Initial Evaluation (See above.)
  ☐ Initial Services (See above.)

☐ DISCIPLINE

☐ Notice of Team Meeting to review behavior (Form G-1)
☐ Manifestation Determination (Form G-3)
  ☐ FBA Consent for Evaluation, if necessary (Form E-2)
  ☐ IEP Amendment, if necessary (Form I-5)
  ☐ Prior Written Notice (Form G-2)

☐ Procedural Safeguards

☐ TERMINATION OF ELIGIBILITY

☐ See Reevaluation above, or
☐ Summary of Performance (Form I-6)
☐ Prior Written Notice (Form G-2)

☐ REVOCATION OF CONSENT

☐ Parental Revocation of Consent (Form I-7)
☐ Prior Written Notice (Form G-2)