

<b>School District/Public Agency</b>	Special Education Checklist

<b>Name of Student</b>		<b>WISER ID</b>	<b>DOB</b>	<b>Grade</b>	<b>Date</b>
<b>Name(s) of Parent or Guardian</b>		<b>Name(s) of Parent or Guardian</b>			
<b>Address (City, State &amp; Zip)</b>		<b>Address (City, State &amp; Zip)</b>			
<b>Contact Information</b>		<b>Contact Information</b>			
<b>H:</b>	<b>C:</b>	<b>H:</b>	<b>C:</b>		
<b>W:</b>	<b>Email:</b>	<b>W:</b>	<b>Email:</b>		
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)

**REVOCAION OF CONSENT**

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