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| --- | --- |
| **School District/Public Agency** | **Preschool to Kindergarten Checklist** |
|  |
| **Sending CDC/Preschool/Agency** | **WISER ID** | **DOB** | **Grade** | **Date** |
|  |  |  |  |  |
| **Name of Student** |
|  |
| **Name(s) of Parent or Guardian** | **Name(s) of Parent or Guardian** |
|  |  |
| **Address (City, State & Zip)** | **Address (City, State & Zip)** |
|  |  |
| **Contact Information** | **Contact Information** |
| **H:**  | **C:**  | **H:**  | **C:**  |
| **W:**  | **Email:**  | **W:**  | **Email:**  |
| **Disability Category:** | **Annual IEP Date:** | **Three Year Reevaluation Date:** |
|  |  |  |

* **TRANSITION PLANNING**
	+ Transition planning meeting including CDC/Preschool and School District (suggested meeting in January)
	+ Written transition plan
* **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)