|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)