

Program Placement Procedure

PROCESS	STEPS	FORMS
Referral	<ol style="list-style-type: none"> _____ 1. Referral forms received, signed and completed _____ 2. Parent(s) notified of referral _____ 3. Evaluation Plan signed by parent(s) _____ 4. Procedural Safeguards booklet presented to parent at time of referral 	<ul style="list-style-type: none"> ▪ Referral for Comprehensive Education Evaluation: RTI information. Referral information, summary of indiv. ach. testing sent to Cooperative office as soon as completed ▪ Evaluation Plan ▪ Procedural Safeguards in Special Education Under IDEA
Evaluation/Reevaluation	<ol style="list-style-type: none"> _____ 1. Cumulative file review/review existing evaluation inf. _____ 2. Parental input _____ 3. Diagnostic assignments made/determination of whether additional evaluation information needed _____ 4. Complete testing 	<ul style="list-style-type: none"> ▪ Procedural Safeguards booklet if have not received one in the last year
Evaluation Report/IEP Meeting	<ol style="list-style-type: none"> _____ 1. Parent(s) notified of meeting _____ 2. Evaluation Report document completed and signed _____ 3. Attached reports from attending and non-attending regular teachers _____ 4. Attached Test and Observation summaries and/or reports from all evaluators _____ 5. IEP forms explained and signed 	<ul style="list-style-type: none"> ▪ Notification form, Procedural Safeguards booklet if needed ▪ Evaluation Report form ▪ Student Performance Data form ▪ Test and Observation Summary forms/reports ▪ IEP form
Annual Review	<ol style="list-style-type: none"> _____ 1. Parent(s) notified of meeting _____ 2. Summary of current levels of performance _____ 3. Recommendations made _____ 4. IEP updated and signed 	<ul style="list-style-type: none"> ▪ Notification form, Procedural Safeguards booklet if needed ▪ IEP form
Exit	<ol style="list-style-type: none"> _____ 1. Parent(s) notified of meeting _____ 2. Summary of current levels of performance explained _____ 3. Summary of existing evaluation information _____ 4. Evaluation Report document completed and signed _____ 5. Any evaluator's reports attached _____ 6. Establish historical file 	<ul style="list-style-type: none"> ▪ Procedural Safeguards booklet if needed ▪ Evaluation Report form