

PROCEDURES FOR SPECIAL EDUCATION

What is the Assessment Process?

1. Written parental request or decision by team members at REED meeting to assess
2. COP Staff will complete the REED with local district staff within 10 school days of a parent request.

NOTE – the REED team will determine through discussion if/what assessment will occur

3. Administrator signature on the REED begins the clock “ticking” –schedule the MET/IEP at REED meeting and indicate 30 school day deadline for offer of FAPE on the bottom of REED form
4. Assessment completed, MET/ IEP held within 30 school days for both an “initial” and assessment for additional disability. Administrator signs the Offer of FAPE
5. A delay form can be used to schedule a new ***mutually agreed upon date for initials only***
6. **Forward REED for INITIALS only to the COP office prior to the IEP/as soon as completed. Hold all other REED forms until the IEP is held and send in to COP together**

When is a REED needed? (COP ESD staff should always be involved in REED completion)

1. Initial Evaluations (Send REED to the COP office as soon as completed)
2. When evaluation is done to determine if there is an additional/different disability. Hold REED and send in with re-eval IEP and MET (eligible or ineligible)
3. When “no further information/assessment” is determined for re-eval. Send in REED with the re-eval IEP to the COP office
4. When further assessment is done for re-evaluation – send REED with re-eval IEP to COP office
5. When an evaluation is done to determine that a student is no longer eligible for a disability area. Send the ineligible MET, the REED, IEP invitation, the re-eval IEP and notice to the COP office

When is a MET form needed? (COP ESD staff should always be involved in MET completion)

1. When there is an INITIAL evaluation (student does not have a current IEP or has lost eligibility by revocation, home schooling, out of special ed more than a year, became ineligible etc). Send REED to COP office once completed. Complete the MET form for the primary disability, the IEP invitation, Initial IEP and Initial Notice form within 30 school day timeline and send to the COP office

2. When a student is already eligible for special education and has been evaluated for another disability area, complete a MET form for the suspected disability, documenting the new evaluation and the MET recommendation (whether eligible or ineligible). Send the REED, MET and additional change of disability IEP together to the COP office when completed
3. When dropping any area of eligibility because the student no longer meets the eligibility requirements. (Does not meet the criteria for eligibility – not just dismissing services). If a student has previously qualified for two areas of eligibility but no longer qualifies for one of the areas, a MET is needed indicating ineligibility. If the student does qualify for two disability areas, a primary disability is listed on the IEP and the second area is addressed in the PLAAFP and the goal areas of the IEP. Send the REED, MET, IEP invitation, re-eval IEP, and Notice form, all together, to the COP office when completed.

When is a MET form NOT needed?

1. When a REED is completed, and “no additional assessment” is required, DO NOT complete a new MET form. Hold the REED and send in with the IEP (The IEP will be tagged as a “re-eval” IEP)

When a student is already special ed eligible, and further assessment IS going to be done for a re-evaluation but no change in disability is anticipated (stays the same – ex student is LD, re-eval REED indicates further assessment needed but remains LD). Hold the REED and turn in with the IEP.

What if the Student is found Ineligible during the Evaluation?

1. Hold a re-eval/additional change of disability IEP and indicate that the student is ineligible (pg 2)
2. Complete Notice of Provision of Services with administrator signature and date
3. Parent Signature is not required
2. COP staff will complete a MET form indicating ineligibility

What are the Timelines for the IEP Process?

1. Annual IEP held within 365 days of the offer of FAPE (admin signature on the Notice of Provision of Services). The 365 days is counted from the offer of FAPE in one school year to the offer of FAPE the following school year. **(NOTE: If an IEP is held on Sept. 5th one year and again on Sept. 5th the following year, it is one day LATE!)**

2. After completing an Initial IEP the 365 days begins with the Implementation date and goes until the next offer of FAPE
3. A delay form can be used to schedule a new ***mutually agreed upon MET and IEP for initials only***
4. The offer of FAPE must be made within 7 calendar days from the IEP and state the date of implementation
5. Parental Consent must be received within 10 calendar days from the offer of FAPE for Initial IEPs
6. If Parental Consent is not received, try to contact parent then notify in writing that the IEP process is ending (before the 10 calendar days)
7. Implement the IEP within 15 school days from the offer of FAPE if parental consent has been received
8. Finalized IEP must be received at the COP Office within 7 calendar days