

September 2016

## Quick Reference Sheet

Just a few reminders to make efficient use of time and avoid delays (**items in bold indicate a change from previous years**):

1. Jennifer Hoff, transition coordinator, works with all students of transition age, not just those attending votech. She should be invited to all IEP meetings at the high school. If there is an 8<sup>th</sup> grader attending votech, she should be invited to those meetings as well. Please provide the date of the IEP to Jen well in advance. Jen will prioritize as necessary.
2. When requesting teacher input from votech, please allow at least 2 weeks.  
**There is a new Votech form that Jen Hoff sent on 8/21/16.**
3. When the IEP meeting is scheduled, cancelled or rescheduled, please notify all related service personnel, regular ed teachers, guidance counselor, and Jennifer Hoff (if necessary).
4. In most cases the IA has scheduled 1 hour for each IEP and 90 minutes for a data review and IEP. If you anticipate a longer meeting please let your IA know when you send the request.
5. When requesting meetings, please note students attending votech and those eligible for ESY. **ESY must be scheduled prior to Feb. 28<sup>th</sup>.**
6. Indicate if the RR is due, not last completed since it varies based on disability. Indicate if there are related service providers so that the meeting can be scheduled for the cycle day they will be in your building.
7. In the case of a snow day, 2 hour delay, or early dismissal, the meeting that was scheduled during the time missed will have to be rescheduled. Please contact your IA for a new date.
8. Please notify your school psychologist if you need an observation for an RR when you have received a meeting date from me.
9. If you are out ill on a meeting day, please notify the parent and your IA; we will reschedule when you return.
10. When an RR is scheduled, you must forward a draft to your school psychologist a minimum of three days prior to the meeting for review.

11. When you receive a waiver or a meeting invitation back from a parent, **please fill in the date of receipt in the LEA box.**

12. **Please bring any suggestions for a related service, Assistive Technology Evaluation or dismissal to the school psychologist or IA well in advance of the meeting.**

13. In most cases, a change in level of intervention must be done through an RR, the IA needs to be aware of the change to issue a NOREP. Please discuss a change of service with your IA prior to the meeting.

14. All paperwork must be sent to your IA at ACE within two weeks of the meeting, all documents at ONE TIME. This must include, when applicable: RR, IEP, Penn Data sheet, signed invitations (if parents have not returned one, bring one to the meeting to have them sign), and Documents Checklist. Also, progress monitoring data which was sent to parents quarterly within the IEP year should be included.

15. If one of your students move, please let the IA know so she can remove the meeting date from her book.

16. When completing an RR:

- Item 1. address physical condition, social, cultural background and adaptive behavior using those subheadings.
- Item 2. indicate attempts if no information has been received or fill in at the meeting. An RR should not be completed without parent input.
- Item 3. for aptitude, include scores only, no verbiage. Include current achievement only.
- Item 7. Please use statements provided by your school psychologist (approved by Directors), you may add to them. Statements can be found in SEQs.
- In the conclusion section, please do not change the student's disability without first discussing this with the school psychologist and your IA.

14. When scheduling and writing IEPs:

- make 3 written contacts, the last certified mail, prior to the scheduled IEP date for all meetings unless written confirmation has been received
- ask parent for permission to excuse the regular ed teacher from attending the entire meeting at the beginning of the meeting or before the meeting.
- SDIs must be clear to anyone reading them, indicating who is responsible – nothing general, don't include anything you can't explain, if you aren't sure contact the previous teacher
- percentage of time – if a student has an IEP, they are clearly scheduled with a special education teacher to be instructed on the goals being measured – they are not just checking in

- mention the disability category in the *How disability affects involvement* section using the statements provided in the SEQ
- present levels must include skills, especially related to the student's disability – please request this specifically from the regular ed teacher
- goals are written for skill deficits
- goals must include condition, name, behavior and criteria
- when you have not seen an improvement to a goal when progress monitoring for three consecutive data points, an intervention must occur and be documented (ex: type of instruction, intensity of instruction, assessment, if absence is impeding progress – please note, etc.). **“Student did not meet goal” is not sufficient. Refer to the SEQ from Quarter 3~ 2015.**
- needs are current and carried over from the previous IEP if appropriate, all needs must be addressed through the goals or SDI. Needs must be worded to reflect what the district needs to do for the student. Ex: Not “needs to study”, it should say “Instruction and assistance in study skills”.
- please review font size and formatting to produce a professional looking document, any blank pages that cannot be removed should indicate a formatting issue (they cannot be pulled out)
- **On the Keystone Exam grid for accommodations, please include date of prior test and score (if applicable).**
- Transition –
  - Voter registration is mandatory if a student is turning 18
  - Bring the student's transition notebook to the IEP meeting, sharing activities completed using the dated checklist and the transition present levels section of the IEP

15. Please send an e-copy prior to or have a hard copy of the IEP ready for the Instructional Advisor **and Parent** at the meeting.

Please note – items listed above would be removed if we all were completing paperwork consistently.

Please make your IA happy and follow these guidelines.