

IEP Procedures at a Glance FY18

<p style="text-align: center;"><u>SPPH - 25 Amendments With Meeting</u></p> <ul style="list-style-type: none"> ❖ Notice of Meeting—Form 220 ❖ IEP Amendment with PWN—Form 233 or Annual Review documents ❖ Notice of Student Status Change—Form 299 ❖ Excusal Form (if needed)—Form 231 <p style="text-align: center;"><u>SPPH-26 Amendments Without Meeting</u></p> <ul style="list-style-type: none"> ❖ IEP Amendment with PWN—Form 233 ❖ Notice of Student Status Change—Form 299 	<p style="text-align: center;"><u>SPPH - 19 Annual Review/Rewrite</u></p> <ul style="list-style-type: none"> ❖ Notice of Meeting—Form 220 ❖ Prior Written Notice (PWN)—Form 241 ❖ Staffing Notes ❖ Progress Report (from previous IEP year) ❖ Other documents (Behavior Plan, Medicaid, HIPPA, etc.) ❖ Consent to Send Electronically ❖ Notice of Student Status Change—Form 299
<p style="text-align: center;"><u>SPPH - 9 Initial Evaluations with an IEP</u></p> <ul style="list-style-type: none"> ❖ Request for Consent for Eval/ReEval—Form 210 ❖ Notice of Meeting—Form 220 ❖ Evaluation Team Report with PWN—Form 240 ❖ Staffing Notes ❖ Other documents, if applicable (Behavior Plan, Medicaid, HIPPA etc.) ❖ Consent to Send Electronically ❖ Notice of Student Status Change—Form 299 <p>† <u>Initial Evaluations—Does Not Qualify</u>—Form 210, 220, 240, & Staffing Notes</p>	<p style="text-align: center;"><u>SPPH - 14 Three Year Re-evaluation with Existing Data</u></p> <ul style="list-style-type: none"> ❖ Request for Consent for Eval/ReEval—Form 210 ❖ Evaluation Team Report with PWN—Form 240 ❖ Notice of Meeting—Form 220 ❖ Staffing Notes ❖ Progress Report (from previous IEP year) ❖ Other documents, if applicable (Behavior Plan, Medicaid, HIPPA, Re-Evaluation Not Needed) ❖ Consent to Send Electronically ❖ Notice of Student Status Change—Form 299 <p>† <u>SPPH-16 Reevaluation Not Needed</u>- Use Forms 211 & 241 (in place of forms 210 & 240) and all the remaining above.</p>
<p style="text-align: center;"><u>SPPH - 29 Adding/Dismissal from Services</u> <u>(Primary or Related)</u></p> <ul style="list-style-type: none"> ❖ Request for Consent for Eval/ReEval—Form 210 ❖ Notice of Meeting—Form 220 ❖ Staffing Notes ❖ Prior Written Notice (PWN)—Form 241 ❖ Progress Report ❖ Notice of Student Status Change—Form 299 	<p style="text-align: center;"><u>SPPH - 32 Graduating Senior</u></p> <ul style="list-style-type: none"> ❖ Prior Written Notice (PWN) with signature or initials and date ❖ Summary of Performance (gifted exempt) ❖ Student Exit Survey (copy of front page) (gifted exempt)
<p style="text-align: center;"><u>SPPH - 33 Revocation of Special Education Services</u></p> <ul style="list-style-type: none"> ❖ Partial Revocation of Consent for Service—Forms 250 & 251 OR ❖ Revocation of Consent for All Services—Forms 252 & 253 ❖ Notice of Meeting —if meeting held ❖ Staffing Notes —if meeting held ❖ Notice of Student Status Change—Form 299 	<p style="text-align: center;"><u>SPPH - 9 Returning to Special Education (Initial Eval)</u></p> <ul style="list-style-type: none"> ❖ Request for Consent for Eval/ReEval—Form 210 ❖ Notice of Meeting—Form 220 ❖ Evaluation Team Report with PWN—Form 240 ❖ Staffing Notes ❖ Other documents, if applicable (Behavior Plan, Medicaid, HIPPA, Re-Evaluation Not Needed) ❖ Consent to Send Electronically ❖ Notice of Student Status Change—Form 299
<p style="text-align: center;"><u>SPPH -23 Transfer (Move) In</u></p> <ul style="list-style-type: none"> ❖ Noticed of Meeting—Form 220 ❖ Prior Written Notice (PWN)—Form 241 ❖ Other Documents, if applicable (Behavior Plan, Medicaid, KIPPA, Re-Evaluation Not Needed) ❖ Notice of Student Status Change—Form 299 	<p style="text-align: center;"><u>SPPH - 24 Transfer (Move) Out</u></p> <ul style="list-style-type: none"> ❖ Notice of Student Status Change—Form 299 ❖ Send teacher file to new primary provider (if moved within catchment area)

**SPPH = Special Education Practices and Procedures Handbook reference page for more information.
Refer to Move In/Out Flowchart for Transfer Students