

**DCEC #616**

# **Mini-Handbook**

(Revised August 2023)

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All Forms can be found on Webkidss or the DCEC website – [www.ksdcec.org](http://www.ksdcec.org)

Teacher and Para handbooks can be found on the DCEC website

# Meeting Agenda – Initial IEP

1. 101 Notice of Meeting
  - parent signature 10 days prior to meeting
2. Introductions
3. Evaluations
  - present results of testing (all testing data: district, achievement, cognitive, MAP, etc.)
4. 104 Initial Evaluation Team Report-includes exceptionality
  - Speech, OT, and/or PT reports must be included with this form if the student is evaluated for the related service.
5. Present Proposed IEP – summarized plan
6. 103 Prior Written Notice for ID, Change & Request for Consent (Parents sign)
7. Parental Rights must be given to parent (in their native language)
8. Summary of Meeting (staffing notes)

**IEP must be completed in 45 school days from when the consent to evaluate was signed by the parent/guardian.**

**IEP needs to be completed and turned into the office 10 days after the meeting, along with a copy finalized copy sent to the parent(s) within 10 school days.**

\*To print these forms, go to “Enter IEP Forms Data” drop down box on IEP

# Meeting Agenda – Annual IEP

1. 101 Notice of Meeting
  - parent signature 10 days prior to meeting
2. Introductions
3. Review Current IEP – Goals
4. Present Proposed IEP-summarized plan
5. 103 Prior Written Notice for ID, Change & Request for Consent (Parents sign)
6. Parental Rights must be given to parent (in their native language)
7. Summary of Meeting (staffing notes)

**IEP needs to be completed and turned into the office 10 days after the meeting, along with a copy finalized copy sent to the parent(s) within 10 school days.**

\*To print these forms, go to “Enter IEP Forms Data” drop down box on IEP

# Meeting Agenda – 3 Year Re-Evaluation

1. 101 Notice of Meeting
  - parent signature 10 days prior to meeting
2. Introductions
3. Evaluations
  - present results of testing
4. 107 Re-Evaluation Team Report includes exceptionality
  - Speech, OT, and/or PT reports must be included with this form if the student is evaluated for the related service.
5. Review current IEP – Goals
6. Present proposed IEP-summarized plan
7. 103 Prior Written Notice for ID, Change & Request for Consent (Parents sign)
8. Parental Rights must be given to parent (in their native language)
9. Summary of meeting (staffing notes)

**IEP needs to be completed and turned into the office 10 days after the meeting, along with a copy finalized copy sent to the parent(s) within 10 school days.**

\*To print these forms, go to “Enter IEP Forms Data” drop down box on IEP

# Transfer Within State – Adopt IEP

1. Provide comparable services to transferring IEP
2. Notify the DCEC office the same day the student arrives with an IEP
  - begin services
3. Enter IEP into WebKIDSS
4. Set up meeting and provide form 101 Notice of Meeting to parents
  - have meeting set within **two weeks** of arrival
5. Conduct meeting
  - introductions
  - present proposed IEP
  - 103 Prior Written Notice for ID, Change & Request for Consent
  - Parental Rights must be given to parent (in their native language)
  - 301 Physician Authorization and 302 Medicaid Parent Consent form (prints off with IEP) (Parents sign)
  - Summary of meeting (staffing notes)

**IEP needs to be completed and turned into the office 10 days after the meeting, along with a copy finalized copy sent to the parent(s) within 10 school days.**

\*To print these forms, go to “Enter IEP Forms Data” drop down box on IEP

# Transfer Within State

## IEP not Acceptable

1. Provide comparable services to transferring IEP
2. Notify the DCEC office the same day the student arrives with an IEP
  - begin services
3. Create IEP in WebKIDSS
4. Set up meeting and provide 101 Notice of Meeting to parents
  - have meeting set within **three weeks** of arrival
5. Conduct meeting
  - introductions
  - present proposed IEP
  - Have form 002 Notice of Re-eval consent signed by parent/guardian
  - 103 Prior Written Notice for ID, Change & Request for Consent
  - Parental Rights must be given to parent (in their native language)
  - 301 Physician Authorization and 302 Medicaid Parent Consent form (prints off with IEP)
  - Summary of meeting (staffing notes, prints off with IEP or on DCEC website)

**IEP needs to be completed and turned into the office 10 days after the meeting, along with a copy finalized copy sent to the parent(s) within 10 school days.**

\*To print these forms, go to “Enter IEP Forms Data” drop down box on IEP

# Transfer Out of State – Adopt IEP

1. Provide comparable services to transferring IEP
2. Notify the DCEC office the same day the student arrives with an IEP
  - begin services
3. Enter IEP in WebKIDSS
4. Set up meeting and provide 101 Notice of Meeting to parents
  - have meeting set within **two weeks** of arrival
5. Conduct meeting
  - introductions
  - present proposed IEP
  - 103 Prior Written Notice for ID, Change & Request for Consent
  - Parental Rights must be given to parent (in their native language)
  - 301 Physician Authorization and 302 Medicaid Parent Consent form (prints off with IEP)
  - Summary of meeting (staffing notes, prints off with IEP or on DCEC website)

**IEP needs to be completed and turned into the office 10 days after the meeting, along with a copy finalized copy sent to the parent(s) within 10 school days.**

\*To print these forms, go to “Enter IEP Forms Data” drop down box on IEP



# Transfer Out of State

## IEP not Acceptable

1. Provide comparable services to transferring IEP
2. Notify the DCEC office the same day the student arrives with an IEP
  - begin services
3. Create and implement an ***Interim*** IEP
4. Set up meeting and provide 101 Notice of Meeting to parents
  - have meeting set within **three weeks** of arrival
5. Conduct meeting
  - follow Annual IEP agenda located on page 2
  - get form 001 Notice of Evaluation and Request for Consent signed by parent or guardian
  - set Initial Evaluation/IEP meeting date with IEP team within 30 school days from Interim IEP meeting date
  - Parental Rights must be given to parent (in their native language)
  - 301 Physician Authorization and 302 Medicaid Parent Consent form (prints off with IEP)

**IEP needs to be completed and turned into the office 10 days after the meeting, along with a copy finalized copy sent to the parent(s) within 10 school days.**

\*To print these forms, go to “Enter IEP Forms Data” drop down box on IEP

# IEP Amendment – No Meeting

1. Contact DCEC administration with proposed changes
2. Notify and get verbal consent from parent and school representative of proposed IEP changes. Fill out amendment document and get it signed by parent and school representative
3. Amend the current IEP
  - Create a new amendment IEP in Webkidss
  - provide a copy of the amended IEP to parent
4. 103 Prior Written Notice for ID, Change & Request for Consent
5. KS 111 IEP Amendment Form signed
6. Parental Rights must be given to parent (in their native language)

**Signed forms from the meeting need to be completed and turned into, along with a copy finalized copy of IEP sent to the parent(s) within 10 school days.**

\*To print these forms, go to “Enter IEP Forms Data” drop down box on IEP

# IEP Amendment – W/ Meeting

1. Contact DCEC administration with proposed changes
2. 101 Notice of Meeting
  - parent signature 10 days prior to meeting
3. Introductions
4. Review Current IEP
5. Present Proposed changes to IEP
6. 103 Prior Written Notice for ID, Change & Request for Consent
7. KS 111 IEP Amendment Form signed
8. Parental Rights must be given to parent (in their native language)
9. Summary of meeting (staffing notes) Printed w/ IEP or from DCEC website

**IEP needs to be completed and turned into the office 10 days after the meeting, along with a copy finalized copy sent to the parent(s) within 10 school days.**

\*To print these forms, go to “Enter IEP Forms Data” drop down box on IEP

## Student Not Eligible

1. 101 Notice of Meeting
  - parent signature 10 days prior to meeting
2. Present data at IEP meeting
  - grades evaluation results, local and state assessments, teacher input
3. 102 Initial Evaluation or 107 Re-Evaluation Team Report (All sign)
  - Speech, OT, and/or PT reports must be included with this form if the student is evaluated for the related service
3. 103 Prior Written Notice for ID, Change & Request for Consent (Parents sign)
4. Parental Rights must be given to parent (in their native language)
5. Summary of meeting (staffing notes)

**Signed forms from the meeting need to be completed and turned into the office 10 days after the meeting.**

\*To print these forms, go to “Enter IEP Forms Data” drop down box on IEP

# Exiting a Student

1. Notify the DCEC office with an exiting proposal and have form 002 Notice of Re-evaluation and Request for Consent signed by parent
2. Conduct the Re-Evaluation
3. 101 Notice of meeting
  - Parent signature 10 days before the meeting
4. Present data at the IEP meeting
  - grades, evaluation results, local and state assessments, teacher input
5. 107 Re-Evaluation Team Report
  - Speech, OT, and/or PT reports must be included with this form if the student is evaluated for the related service.
6. 103 Prior Written Notice for ID, Change & Request for Consent
7. Parental Rights must be given to parent (in their native language)
8. Summary of meeting (staffing notes, prints with IEP or on DCEC website)

**Signed forms from the meeting need to be completed and turned into the office 10 days after the meeting.**

\*To print these forms, go to “Enter IEP Forms Data” drop down box on IEP

# Senior/Final Year of School

1. 101 Notice of meeting
  - parent signature 10 days before the meeting
2. IEP
3. Parent Release of Information
4. 103 Prior Written Notice for ID, Change & Request for Consent
5. Parental Rights must be given to parent (in their native language)
6. Prior Written Notice for Graduation
7. Summary of meeting

# Exiting a Senior

1. Give Prior Written Notice for Graduation form at IEP meeting for students Senior year IEP
2. Summary of Performance (SOP)
  - review SOP
  - conduct Senior Exit Survey
  - Enter survey into KSDE
  - place student's copy in 3-ring binder
3. At check-out, turn in a copy of Senior Exit Survey and SOP.

# Transition from Part C to Part B

1. Tiny K (birth to age 3 program) makes referral to DCEC
2. Attend Transition Meeting
  - provide information on eligibility and available special education and related services
  - review data
  - determine need for Evaluation
  - explain the process of an initial evaluation
  - get parent/guardian consent to conduct an initial evaluation
  - Provide Parental Rights to parent (in their native language)
3. Follow Initial Evaluation Procedures
  - 60-day timeline doesn't apply if student turns 3 in the summer
  - child must be evaluated, identified, and placed prior to 3<sup>rd</sup> birthday.
4. If eligible, follow Initial IEP procedures.
5. If the child turns 3 during the summer, write IEP before school is out and set to begin on the first day of school the next calendar year.
6. Initial Evaluation Determination/Initial IEP Meeting
  - 101 Notice of Meeting (offer parental rights)
  - 105 Initial Evaluation Team Report
  - IEP
  - Parent Release of Information
  - 103 Prior Written Notice for ID, Change & Request for Consent
  - Summary of meeting
  - Teacher Information Page (TIP)



# Transition – Age 14

1. Notify Vocation Coordinator of IEP when it's scheduled
2. Notify Parents/Guardian that transition will occur if student is 13 at time of IEP – New transition only
3. Answer Vocational Rehabilitation Question page of IEP
  - check No – in the text box indicate that the IEP team addressed vocational rehabilitation but rejected notification until student is in final year of school
4. Complete Graduation page of IEP
  - indicate credits needed to graduate, graduation year and type of curriculum
5. Complete Course of Study section of IEP
  - complete according to pathway for your particular high school
  - complete all the way through student's final year in school

# Transition – High School

1. Notify Vocational Coordinator when IEP is scheduled
2. Complete Transition Interview form
3. Complete Transition on IEP
  - Measurable post-secondary goals
  - Long range planning and review
  - Vocational rehabilitation questions
  - Graduation
  - Course of study
  - Age appropriate transition (this section will be completed in collaboration with vocational coordinator)

# Extended School Year

1. Address Anticipated Extended School Year at annual IEP meeting by checking Eligible, Not Eligible, or Not Enough Information
  - A. If you check “Eligible” or “Not Enough Information”
    - collect data through course of the school year regarding regression in skill, time required to recover regressed skills, and the interruption in student’s ongoing ability to benefit from special education
    - by April 1<sup>st</sup> of the calendar year, turn in the completed Extended School Year Documentation of Need form signed by parent
  - B. If you check “Not Eligible”
    - no data collection is required

# Attendance at an IEP Meeting

## Parents/Legal Guardian

1. If at least 2 attempts, in two different way to invite parent/guardian to an IEP with no response from parent/guardian (also you've contacted DCEC office to help contact parents), you may hold the meeting without them (make sure you document the attempts)
  - send copies of all paperwork home with an offer to meet with parent to explain IEP paperwork
2. If parents/guardian have agreed to a meeting date and do not show
  - attempt a conference over phone
  - if unable to reach parent, then you must reschedule
  - document that all members were present except parents

# Recessing an IEP Meeting

1. Annual IEP and 3-year Re-Evaluation only
  - A. If an IEP team cannot come to a consensus due to the lack of information or disagreement in services and/or placement, the meeting can be recessed assuming the following provisions have been met:
    - all team members are present
    - review of the IEP/Re-Evaluation has been started
    - IEP team agrees that there is a need to recess the meeting
  
  - B. An IEP cannot be recessed because a parent/guardian or other IEP team member was not in attendance**

If a consensus can't be reached you will contact DCEC administration. DCEC administration will meet with the Superintendent to make a final decision.

# ESI – Emergency Safety Interventions

1. Please follow your districts policy on ESI
2. Contact your districts Crisis Intervention Team
3. If an ESI occurred in your building – notify the building administration ASAP
4. For more information on ESI and to locate the ESI documentation form, please visit the DCEC website
  - [www.ksdcec.org](http://www.ksdcec.org)
  - click on the ESI link
  - additional ESI training can also be found on the Infinitec website, [www.myinfinitec.org](http://www.myinfinitec.org)
5. All employees must attend an annual ESI training