

WEST BRANCH-ROSE CITY AREA SCHOOLS

SPECIAL EDUCATION PROCEDURES

INITIAL REFERRAL FOR SPECIAL EDUCATION EVALUATION INITIATED BY DISTRICT:

- Administrator contacts special education secretary to enter student information into EdPlan
- Review of Existing Evaluation Data (REED) form marked as initial
- REED form completed by administrator and signed by evaluators, general education, special education, and parent
- Special Education Administrator must provide parent with Procedural Safeguards/Parent Handbook and copy of initial REED to satisfy requirement for Prior Written Notice.
- Document the date the signed REED is received from parent (this must be done to set 30 day time-line)
- Administrator gives copy of REED to special education secretary and evaluators
- Original placed in confidential file at building
- Individualized Education Plan (IEP) meeting to be held within 30 days of receipt of signed REED
- Multidisciplinary Evaluation Team (MET) reports and MET forms needed
- IEP marked initial
- Parent signature **REQUIRED** on last page of IEP (Notice of Initial Provision of Programs and Services) to indicate agreement to provide services. Parents must receive a copy of the IEP and the Notice page in order to satisfy the requirement for Prior Written Notice

INITIAL REFERRAL FOR SPECIAL EDUCATION EVALUATION INITIATED BY PARENT OR PUBLIC AGENCY IN WRITING:

- Within 10 school days of receipt of written request, administrator contacts parent to complete initial REED
- Remaining procedures same as above

REFERRAL FOR SPECIAL EDUCATION AFTER STUDENT WAS PREVIOUSLY DISMISSED FROM SERVICES (HAS NON-ELIGIBLE IEP):

- Considered initial referral
- REED marked initial and procedures same as above

TRANSFERRED FROM WITHIN MICHIGAN WITH A CURRENT IEP:

- Temporary Placement for (Parental Consent to Place a Special Education Transfer Student) signed at enrollment
- Copy sent to special education secretary
- Original Temporary Placement form placed in confidential file in building
- IEP considered Annual Review
- Parent signature not required on last page of IEP
- Current IEP implemented immediately as closely as possible with a new IEP held within 30 school days

TRANSFERRED FROM OUT OF STATE:

- Temporary Placement signed at enrollment, copy sent to special education secretary and placed in confidential file
- Administrator reviews student records and completes REED while current IEP is implemented as closely as possible during evaluation process
- REED marked initial if never evaluated in Michigan, otherwise can be re-evaluation
- REED marked with evaluations to be completed, if needed
- MET reports completed if evaluations completed
- MET form completed
- INITIAL IEP meeting held within 30 school days from date parent signs Temporary Placement
- Parent signature required on final page of IEP if this is an INITIAL; not required if considered a re-evaluation

TRANSFERS OR RETURNS TO SCHOOL WITH EXPIRED IEP OR EXPIRED RE-EVALUATION:

- Temporary Placement signed and e-mailed to special education secretary
- Special Education Supervisor reviews most recent IEP and MET
- REED marked with additional data needed (if any)
- Invitation marked annual review (or re-evaluation if 3 year is overdue)
- MET needed if re-evaluation
- If student is from out of state and has expired IEP, fill out temporary placement and complete REED (if never evaluated in Michigan). Complete MET forms if this is considered an initial. IEP held within 30 school days of parent signature on temporary placement.

DROPPING OR ADDING RELATED SERVICES (Occupational Therapy, Physical Therapy or School Social Work):

- An IEP team may determine what programs and services a student requires without an evaluation
- Service provider contacts teacher and parent to discuss change in services
- If evaluation is necessary, obtain written permission, provide **Amendment Notice** form to parent (REED is optional)
- Hold IEP (if REED was completed) or complete amendment to add or remove service. If student will be ineligible due to removal of OT, PT or SSW services, a REED must be completed and ineligible IEP must be held

DROPPING OR ADDING SPEECH AND LANGUAGE SERVICES:

- If a student is eligible as Speech and Language Impaired (SLI) and receiving speech and language services, the IEP team must review a diagnostic report provided by an authorized provider of speech and language services in order to make changes in programs/services.
- A REED and evaluation are required
- REED is marked as Re-Evaluation
- Report of evaluation needed
- MET form needed (if the student's eligibility changes). No MET needed for termination of eligibility
- IEP held within 30 school days of receipt of completed (and signed) REED

CHANGE IN ELIGIBILITY:

- Evaluators complete REED document marked as Re-evaluation. Provide parents with a copy of REED form
- Administrator obtains signature
- MET form completed by MET representative
- IEP held within 30 school days of receipt of completed REED

TERMINATION OF ELIGIBILITY:

- Administrator completes REED document marked as Termination of Eligibility or may be marked as Re-evaluation (which may result in termination depending on the results of the evaluation)
- Complete evaluations and reports if necessary
- Update Present Level of Academic And Functional Performance (PLAAFP) to include why student is no longer in need of special education services
- Complete Non-Eligible IEP

IEP AMENDMENT:

- An IEP amendment can be used to make changes to goals/objectives, programs and related services, transition services, supplemental aids/services, transportation, state or district assessments and educational environment codes
- An amendment cannot be used to make changes in eligibility or to exit from special education
- Administrator contacts parent to discuss change
- On EdPlan, page 1, indicate “yes” to amendment, indicate which section is being amended, indicate why the section is being amended and make change to the specific section in EdPlan workspace
- Complete parent contact
- Open each section of the IEP in the workspace, save and continue, create draft then create final copy
- Obtain parent signature on first page of amendment. Give parent copy of Amendment Notice Form
- When signature is returned make copy of entire amendment, give copy to parent and place original in confidential file

PARENT NOT IN ATTENDANCE AT IEP:

- Make attempts to schedule IEP at parent convenience
- Parent/guardian must attend INITIAL IEP and sign last page to indicate agreement. Must give parent a copy of procedural safeguards/parent handbook
- If parent is unable to attend annual review IEP, attempt to hold meeting via phone or indicate that an administrator or case manager can review the student’s IEP with them at a convenient time. IEP can be mailed home along with procedural safeguards/parent handbook
- If student receives ancillary services (OT, PT, SSW or SPEECH) a signed parental permission is needed on IEP for Medicaid billing. Permission/signature page can be sent home with stamped addressed envelope. When signature is received, completed IEP can be mailed home