

**DUE PROCESS ACTIVITY LIST**  
**STARTING A NEW SPECIAL EDUCATION FILE (INITIAL EVALUATION)**

Student \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

**This process is to be followed when considering a special education evaluation on a student for the first time (student is currently not receiving special education services). Date and initial when the below actions are completed or filed:**

\_\_\_\_\_ Referral discussed at Student Support Team (SST).

\_\_\_\_\_ Assign case manager at SST.

\_\_\_\_\_ Start an official Learner File for the student.

\_\_\_\_\_ Include the referral form, pre referral documentation or waiver for not conducting pre referral interventions in Learner File.

\_\_\_\_\_ Attach **Record of Access to Learner File Folder** (attach to inside front cover of file).

\_\_\_\_\_ Attach the **Student Contact Log** to file (this documents parent contacts and other actions regarding the student).

\_\_\_\_\_ Place **Notice of a Private Special Education Folder** in the student's cumulative file. (*It is recommended to use brightly colored paper*)

\_\_\_\_\_ If the decision is to evaluate, send/provide parents with **Notice of an Educational Evaluation/Reevaluation and Parental Consent Objection form**. Include Parent Rights brochure. <sup>(4)</sup> **File copy in student's special education folder.**

\_\_\_\_\_ Written permission received. **The team must have parent's written permission before an initial evaluation can be conducted**. Evaluation must be completed within 30 school days. Note the 30 school day evaluation completion date on the Notice of Evaluation/Reevaluation. Be sure parents get copy of signed permission form. **File copy in student's special education folder.**

\_\_\_\_\_ Evaluation team reviews evaluation data for completeness and discusses if the student may be eligible and in need of special education services.

\_\_\_\_\_ Complete the **Evaluation Report. Remember to also complete final page of ESR and have all team members sign if the student is eligible for SLD services**). *The date of ER should be on or before the date of the 30 school day evaluation completion date. If the ER is not completed by the time of the meeting, clearly marked draft of the ER may be provided to the parents at the meeting. It is recommended to provide parents a copy of final ER no later than 10 school days after evaluation meeting.*

\_\_\_\_\_ Send parents **Notice of Team Meeting**. Best practice includes attempting to contact parent by phone and then sending out notice (attempt to notify parent 7-10 days before this meeting). **Document attempts to invite parents to this meeting. (Note: the student must also be invited to any team meeting where transition will be discussed.** <sup>(5)</sup> **Provide copy of meeting notice to all invitees. File a copy in student's special education folder.**

\_\_\_\_\_ Evaluation/IEP meeting held & IEP developed. <sup>(2)(3)</sup> IEP must be written and **sent to parents** within a reasonable amount of time after the IEP planning meeting (**recommend within 10 school days**). File copy of ER and IEP in student's special education folder.

\_\_\_\_\_ Send parents copy of ER and IEP and **Prior Written Notice and Parental Consent Objection form**. **File copy in student's special education folder**.

\_\_\_\_\_ Consent form signed by parents returned <sup>(1)</sup>. Begin services (**services cannot begin for initial placement until parent gives written permission**). If parent disagrees, contact your special education director. File **signed Parental Consent Objection form** in student's special education folder.

Reports of student progress must be made as often as that for regular education students. Indicate dates and types of reports:

\_\_\_\_\_ Quarter 1 (team meeting, school conference, phone, letter)

\_\_\_\_\_ Quarter 2 (team meeting, school conference, phone, letter)

\_\_\_\_\_ Quarter 3 (team meeting, school conference, phone, letter)

\_\_\_\_\_ Quarter 4 (team meeting, school conference, phone, letter)

\_\_\_\_\_ At the end of the year, place the **Student Contact Log** in the Student Learner file (this documents parent contacts and other actions regarding the student). Staff is encouraged to use the Contact Log in SpEd Forms.

*Reference Notes:*

*(1) Parents may be the student's biological parents, grandparents, foster parents, surrogate parents, guardians, etc. Consult the case manager or school psychologist if there are questions about who the parents are.*

*(2) Reasonable efforts must be made to invite parents to team meetings. This involves more than one attempt including phone calls, letters, and formal notices. Meetings are held at a mutually agreeable time and place.*

*(3) If a student is a resident of another school district, a representative must also be invited from the student's resident district.*

*(4) IDEA 2004 revises requirements regarding the provision of procedural safeguards notice to parents: A copy of the procedural safeguards ... shall be given to the parents only one time a year, except that a copy also shall be given to the parents:*

- Upon initial referral or parental request for evaluation;*
- Upon the first occurrence of the filing of a complaint; and*
- Upon request by a parent.*

*(5) All students, from 9th grade or higher, must be invited to any team meeting where transition is discussed.*

