

Before Your Re-Evaluation

1. 60-75 days before the Evaluation is due:

- a. Email the team members and ask what type of evaluation they need for the student. Suggest possible dates to schedule an evaluation planning meeting
- b. Contact the family and set-up an evaluation planning meeting.
- c. At the planning meeting, get consent for evaluation in the necessary areas or no consent review of data if that is what the team decides. (Refer to evaluation guide for more detailed information on this step)
 - i. **DO NOT** get consent for evaluation in an area (Speech, motor etc) **WITHOUT** that team members consent!
 - ii. If you have concerns in an area, contact that team member and ask them to do a screen before the evaluation planning meeting
- d. Send a copy of consent to all team members via email (itinerants often don't check "boxes" frequently. Email is the best method of communication)
- e. Send original consent to district secretary. Keep a copy for your records.

2. 60 days before your Evaluation is due:

- a. Open an evaluation
 - i. Open the student in Enrich
 - ii. Click the PROGRAMS tab
 - iii. Click ADD ACTION on the upper right of the big grey box
 - iv. Select Evaluation
 - v. Select reevaluation and click next
- b. Email the team and parents and ask for dates that work for everyone at least 2 weeks before the due date so if the meeting has to be rescheduled there is still time to make it up
- c. **Once you have a date determined make a notice of Eligibility meeting**
 - i. Open the student in Enrich
 - ii. Click the PROGRAMS tab
 - iii. Click ADD A MEETING on the far right side
 - iv. Choose the date and time
 - v. Make sure all the team members are invited
 1. **Mandatory participants:** Parents, Gen ed teacher, special ed teacher, director designee
 2. **Include ALL** team members for the student, even if only consult-they can fill out an excusal if they can't make it
 - vi. Choose the type of meeting you are having
 - vii. Put the date and type of contact you made with family to set up meeting
 - viii. Save and print off the notice of meeting. Send it home to the family via email, mail, or with the student
- d. **Send a google invite to all the team members**
 - i. Open google calendar

- ii. Click on the day of the meeting
 - iii. Click EDIT EVENT
 - iv. Put in the day and time of the meeting
 - v. Click INVITE GUESTS and fill in the email address for each person on the team
- e. Check with your campus secretary about room availability for your meeting and reserve your room

3. 2 weeks before your IEP meeting:

- a. Create an ELIGIBILITY DETERMINATION (often, once a consent for evaluation is made enrich will automatically make an evaluation and consent and IEP but they will be green boxes at the bottom of the programs tab. Go ahead and open these if they are there)
 - i. If your notice of meeting is created, the PARTICIPANTS should self populate if you connect the ELIGIBILITY to the meeting date. If not, then enter the MANDATORY MEETING PARTICIPANTS as above.
- b. Create a new IEP (for annuals and reevaluations only. NOT INITIALS)
 - i. Open the student in Enrich
 - ii. Click the PROGRAMS tab
 - iii. Click ADD AN IEP on the far right side
 - iv. In the pop-up box select IEP REVIEW
 - v. I recommend transferring all information forward but you don't have to
- c. Complete the IEP (there is a separate flow chart for that!)
- d. If other service providers haven't entered information, email and gently remind them to do so
- e. Email iepreviewer@upboces.org and let her know that your iep is ready to be PREVIEWED before your meeting (you can do this before service providers have entered information)

4. 1 week before your IEP meeting:

- a. Send a copy of the evaluation home to the family. Do not send Eligibility or LRE information. That will be determined at the meeting
- b. Verify that you will have a director designee present. You MAY NOT designee your own eligibility meetings

5. Day before meeting:

- a. Check to make sure all evaluation information is in:
- b. Make sure any excusals are completed (excusals are found in Eligibility meeting not in evaluation)
 - i. Make sure the parents know that the team member will be absent and they are alright with that.
- c. Print off a few copies of the paperwork
- d. Make sure you have a copy of Procedural Safeguards printed to offer parents

6. During the meeting:

- a. Make sure the Notice of meeting matches the signature pages.

- i. Every role listed on the notice of meeting (it doesn't list specific people's names, just titles) MUST be present at the meeting OR have an excusal
 1. If someone is missing and no excusal open the IEP in ENRICH and mark that person absent so an excusal can be printed off OR write at the bottom of the signature page that the parents gave permission for the person to be absent. Write in Prior Written Notice at the end of the IEP what was discussed.
- ii. If someone is present at the meeting who is not on the notice, you need to ask the parents for permission for those people to be present and WRITE THIS AT THE BOTTOM OF THE SIGNATURE PAGE. Eg: Parents gave permission for assistive technology provider to be present)
- iii. Ask the parents for permission for any missing team members
- iv. Write anything discussed that isn't already included or any changes discussed in the IEP in the Prior Written Notice at the end of the IEP

7. After the Meeting

- a. Send signature pages to district Special Education Secretary. Your IEP WILL NOT BE REVIEWED until signature pages are turned in.
 - i. Annuals have one signature page plus excusals
 - ii. Initials have eligibility signature page, IEP signature page, consent for initial services signature page and excusals (consent for evaluation should have already been turned in)
 - iii. Re-evaluations have eligibility, and IEP signature pages (Consent for evaluation should have already been turned in)
 - iv. District Special Education Secretaries are:
 1. Cripple Creek: Kendal Kelly
 2. Woodland Park: Jamie Lindsey
 3. Manitou Springs: Melissa McElhany
- b. Make necessary edits/changes to the IEP within 5 days of the meeting and FINALIZE
- c. Email IEPviewer@upboces.org and let her know that your IEP is ready for review within 5 days of the meeting
- d. Make edits recommended by IEP reviewer within 5 days