

PPS Special Education Paperwork Checklist

Student Name:	Student Name:
Case Manager:	Case Manager:
<p>IEP Amendment (Between annual IEP Meetings) NOT to be used for an <u>Annual IEP</u> review</p> <p>___ All Synergy Forms have been validated.</p> <p>___ (MTG) Meeting Request (Meeting Notice)*</p> <p>___ Meeting Minutes* (attach to Process Docs tab if IEP is used, otherwise attach to Historical Docs)</p> <p>___ (PWN) Notice of IEP (Prior Notice of Special Education Action)</p> <p>___ Amended IEP (All pages. If for HS age, transition section must be completed)</p>	<p><u>Move-In IEP</u></p> <p>___ All Synergy Forms have been validated.</p> <p>___ (PWN) Notice of Transfer (Prior Notice of Special Educational Action)</p> <p>___ (PLC) PPS Placement Determination or add placement to the cover page of the Transfer IEP (date the same as on previous district's Placement Determination)</p> <p>___ (XIEP) PPS Transfer IEP (annual IEP date is same as on previous district's IEP. Copy from previous district's Goals and Service Summary page)</p> <p><u>Changes to IEP or placement needed</u>– You must do a new annual IEP. This process is necessary in order for student data to be accurate for progress report writing, making amendments and state reporting.</p> <p>Note: <i>Be sure to give data clerk all sped records from previous district and the data clerk will attach them under historical documents. If you do not receive all of the required move-in paperwork below from the previous district, please notify your school secretary. If you need additional help locating records, notify your data clerk and they will contract previous districts to obtain this paperwork.:</i></p> <p>___ Current IEP</p> <p>___ Current eligibility statement</p> <p>___ Evaluation reports (Initial and all Re-evaluation Reports)</p> <p>___ Consent for Initial Provision of Services</p> <p>___ Medical Statement or Health Assessment [required For ED (60), OI (70), TBI (74), OHI (80), ASD (82), CD Voice (50), HI (20), VI (40), DB (42), ID (10).</p> <p>___ FBA/BSP</p> <p><i>Special Education records should not be kept in Cumulative folder. Send all records to your Records Clerk</i></p>
<p><u>If Applicable for Amendment:</u></p> <p>___ Placement Determination (if changed)</p> <p>___ Written Agreement to Excuse Team Member (if used, must be signed by parent and Bldg Admin.)</p> <p>___ Written Agreement to Amend IEP without IEP meeting (replaces items with * above and used only if relatively minor changes)</p> <p>___ ESY Data Sheet (if ESY is “yes” and attach)</p> <p>___ (TD-7) if transportation is required as a related service.</p> <p>___ Manifestation Determination (form is located on the sped forms page)</p> <p>___ Attach the following documents to attachments tab of IEP: FBA, BSP, Safety Protocols</p>	<p><u>If Applicable for in-State transfer:</u></p> <p>___ TD-7 if transportation is required.</p> <p>___ Reevaluation needed – See Reevaluation</p> <p>___ Written Agreement To Extend Evaluation Timeline for Move-In Student (where evaluation started in previous district)</p> <p>___ Attach the following documents to attachments tab of IEP: FBA, BSP, Safety Protocols</p>
<p>**All Documents NOT created in Synergy SE must be attached to the current Process tab under single student view.</p>	<p>**All Documents NOT created in Synergy SE must be attached to the current Process tab under single student view.</p>