

Name:		MSIS #		DOB:	
Current Eligibility Ruling:				Current Eligibility Date:	
Steps				Date	Person Responsible
Notification of IEP Meeting * Note: 7 day timeline from notice to actual meeting.					
Procedural Safeguards					
Complete the Following Documents and use for Data Review: <input type="checkbox"/> Reevaluation Teacher Narrative <input type="checkbox"/> Hearing/Vision/Physical Screening <input type="checkbox"/> Mastered IEP <input type="checkbox"/> Progress Monitoring – Graphs and/or Charts <input type="checkbox"/> Documentation of Accommodations/Modifications with Samples <input type="checkbox"/> Copies of current assessment and transition reports					
Reevaluation Summary Report					
Reevaluation Tracking Log Complete					
If Additional Assessment: (Contact District Case Manager before Scheduling a Meeting)					
Obtain Permission at Committee Meeting					
Informal Speech Observation (If needed) *Note: All observation information must be given to parent.					
Evaluations conducted in all areas related to the suspected disability. <input type="checkbox"/> Language/Speech <input type="checkbox"/> Academic Achievement <input type="checkbox"/> Transition if child is 14 years old or older <input type="checkbox"/> Social/Adaptive if needed <input type="checkbox"/> Other areas if needed <input type="checkbox"/> Cognitive Abilities *Note: If not administrated last, an explanation must be given.					
SLD Observation (if needed) * Note: All observation information must be given to the parent					
Individual Assessment Report(s) *Note: Parents are to receive a copy of all reports 7 days prior to eligibility meeting.					
Summary Report Written *Note: Parents are to receive a copy of all reports 7 days prior to eligibility meeting.					
Notification of IEP Meeting * Note: 7 day timeline from notice to actual meeting. .					
Copy of all reports sent to parent with Notice of Eligibility					
2 nd Reevaluation Summary Report ins completed					
IEP changes are made					
Prior Written Notice is given					
Reevaluation Tracking Log Complete					
Timeline Documentation					