

# West Linn-Wilsonville School District

Type	Timeline	Paperwork	Team	ePEP
<b>Initial Evaluation Planning</b>	After sufficient Child Study process.	<ul style="list-style-type: none"> <li>• Child Study Summary</li> <li>• <b>Signed Consent for Evaluation</b> <i>May need medical and/or release forms</i></li> <li>• Procedural Safeguards Offered</li> </ul>	<ol style="list-style-type: none"> <li>1. Parent</li> <li>2. Designated School Team Member</li> </ol>	<b>Case manager submits for error checking with eligibility paperwork</b>
<b>Initial Eligibility</b>	Held no more than 60 school days from signed initial consent for evaluation.	<ul style="list-style-type: none"> <li>• Meeting Notice</li> <li>• Meeting Minutes</li> <li>• Evaluation Cover Sheet</li> <li>• <b>Signed Eligibility Form(s)</b></li> <li>• Medical Statement (for all eligibilities except SLD and CD)</li> </ul>	<ol style="list-style-type: none"> <li>1. Parent</li> <li>2. Person Knowledgeable re: Evaluations</li> <li>3. Another Professional</li> <li>• If SLD, the other professional must be Gen Ed teacher</li> </ol>	<p><b>Case manager submits for error checking <u>within 10 work days</u></b></p> <p>Student Services archives and emails packet to parents <u>within 10 work days</u>. <i>Unless the IEP is being held within a few days, then the entire packet is sent.</i></p>
<b>Initial IEP</b>	Held no more than 30 calendar days after initial eligibility. Generally held on a different day from the eligibility meeting.	<ul style="list-style-type: none"> <li>• Meeting Notice</li> <li>• Meeting Minutes</li> <li>• Procedural Safeguards Offered</li> <li>• Complete IEP</li> <li>• <b>Signed Initial Provision</b> of SPED Services</li> </ul>	<ol style="list-style-type: none"> <li>1. Parent</li> <li>2. SPED Teacher</li> <li>3. Gen Ed Teacher</li> <li>4. District Rep</li> <li>5. Individual Interpreting Evaluations</li> </ol>	<p><b>Case manager submits for error checking <u>within 10 work days</u></b></p> <p>Student Services archives and sends full packet to parents <u>within 10 work days</u></p>
<b>Annual IEP</b>  Including: <b>Placement Determination</b>	Once every 365 days.	<ul style="list-style-type: none"> <li>• Meeting Notice</li> <li>• Meeting Minutes</li> <li>• Complete IEP</li> <li>• Placement Page</li> <li>• Procedural Safeguards Offered</li> <li>• Prior Notice of SPED Action (only if substantive change or disagreement)</li> </ul>	<ol style="list-style-type: none"> <li>1. Parent</li> <li>2. SPED Teacher</li> <li>3. Gen Ed Teacher</li> <li>4. District Rep</li> <li>5. Individual Interpreting Evaluations</li> <li><b>Placement determination:</b> -</li> <li>6. Person Knowledgeable re: Child</li> <li>7. Person Knowledgeable re: Evaluations</li> <li>8. Person Knowledgeable re: Options</li> </ol>	<p><b>Case manager submits for error checking <u>within 10 work days</u></b></p> <p>Student Services archives and emails full packet to parents <u>within 10 work days</u></p>
<b>Re-Evaluation Planning</b>  Can complete without a formal meeting if all team members are in agreement. <b>If in doubt meet.</b>	Usually about 3 months prior to the 3-year date.  <i>If team determines new assessments are needed:</i> No more than 60 school days from signed consent to eligibility	<ul style="list-style-type: none"> <li>• Re-Evaluation Plan Form</li> <li>• If meeting, include meeting minutes and a meeting notice. <i>If no more info needed, go straight to the eligibility.</i></li> <li><i>If more information is needed:</i></li> <li>• <b>Signed Consent for Evaluation</b> <i>May need medical and/or release forms</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Parent</li> <li>2. SPED Teacher</li> <li>3. Gen Ed Teacher</li> <li>4. District Rep</li> <li>5. Individual Interpreting Evaluations</li> </ol> <p><b>Case manager</b> alerts any staff responsible for assessments</p>	<b>Case manager submits for error checking with eligibility paperwork</b>

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<b>3-Year Eligibility</b>	Once every 3 years	<ul style="list-style-type: none"> <li>Meeting Notice</li> <li>Meeting Minutes</li> <li>Evaluation Cover Sheet</li> <li><b>Signed Eligibility</b> Form(s)</li> <li>Medical Statement (for all eligibilities except SLD and CD)</li> </ul>	<ol style="list-style-type: none"> <li>Parent</li> <li>Person Knowledgeable re: Evaluations</li> <li>Another Professional                             <ul style="list-style-type: none"> <li>If SLD, the other professional <b>must be</b> a Gen Ed teacher</li> </ul> </li> </ol>	<p><b>Case manager submits for error checking <u>within 10 work days</u></b></p> <p>Student Services archives and emails full packet to parents <u>within 10 work days</u></p>
<b>In State Move-In</b>	<ul style="list-style-type: none"> <li>Within 1 week, contact Student Services to open ePEP tabs.</li> <li>Implement IEP Services ASAP.</li> </ul>	<ul style="list-style-type: none"> <li>Write a Prior Notice of SPED Action stating we will implement IEP.</li> </ul> <p><b>Find or Recreate:</b></p> <ul style="list-style-type: none"> <li><b>Signed Initial Provision</b> of SPED</li> <li>Current IEP</li> <li>Current Eligibility(s)</li> <li>Current Evaluation Reports</li> </ul> <p>Including background documentation (med statement, outside psych eval, etc.)</p>	<ul style="list-style-type: none"> <li>Convene IEP team as soon as necessary.</li> </ul> <p><i>The meeting could be at an upcoming school conference, or immediately if revisions need to be discussed. Or it can be at the IEP annual date.</i></p>	<ul style="list-style-type: none"> <li><b>Case manager uploads</b> current eligibility, evaluation, IEP, signed initial provision of SPED, into ePEP.</li> <li><b>Case manager inputs</b> Services Summary &amp; State Assessment info in ePEP (unless IEP meeting is due in 1 month)</li> <li><b>Case manager sends</b> Prior Written Notice of SPED Action to parents</li> <li><b>Case manager sends</b> <u>entire</u> SPED file to Student Services <u>within 10 work days</u></li> </ul>
<b>Out of State Move-In</b>	<ul style="list-style-type: none"> <li>Within 1 week, contact Student Services to open ePEP tabs</li> <li>Implement IEP Services ASAP</li> <li>Meet within 10 work days to establish Oregon paperwork</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Notice</li> <li>Meeting Minutes</li> <li>Re-Evaluation Planning</li> <li>Procedural Safeguards Offered</li> </ul> <p><b>If enough information:</b></p> <ul style="list-style-type: none"> <li>Complete Eligibility Form(s)</li> <li>Oregon IEP</li> <li><b>Signed Initial Provision SPED</b></li> </ul> <p><b>If not enough info (if testing needed):</b></p> <ul style="list-style-type: none"> <li><b>Signed Consent for Evaluation</b></li> </ul> <p><i>May need medical and/or release forms</i></p>	<p><u>For Re-Evaluation Planning:</u></p> <ol style="list-style-type: none"> <li>Parent</li> <li>2 Professionals (If SLD 1 must be Gen Ed)</li> </ol> <p><u>For IEP:</u></p> <ol style="list-style-type: none"> <li>Parent</li> <li>SPED Teacher</li> <li>Gen Ed Teacher</li> <li>District Rep</li> <li>Individual Interpreting Evaluations</li> </ol>	<p><b>Case manager submits for error checking <u>within 10 work days after eligibility is established</u></b></p> <p>Student Services archive and email the full packet to parents <u>within 10 work days</u>.</p>
<b>Revision to the IEP</b>	<ul style="list-style-type: none"> <li>Can happen any time during the life of the IEP, <u>as long as the revisions are minor</u></li> <li>For major revisions, develop a new IEP.</li> </ul>	<ul style="list-style-type: none"> <li>Complete the revised IEP with modification date noted on the IEP coversheet.</li> <li>Always write a <b>Prior Notice of SPED Action</b> and make sure the parents' input and agreement are recorded in the SpEd action.</li> </ul>	<p>A meeting is not required, but consultation with <u>all team members must occur</u>.</p> <p><b>When in doubt, meet</b> – especially if you anticipate disagreement or confusion.</p>	<p><b>Case manager</b> sends a Prior Written Notice of SPED Action and completes revised IEP to parents <u>within 10 work days of the revision</u>.</p> <p><b>Case manager</b> lets Student Services know about revisions. Student services archive and email the revised IEP to the parents.</p>