

West Linn-Wilsonville
Special Education
Meetings & Paperwork Organizational Grid

Type	Timeline	Paperwork	Team	ePEP
Annual IEP	Once every 365 days	*Meeting Notice *Meeting Notes *Complete IEP *Procedural Safeguards Offered *Prior Notice of SPED Action (<u>only if</u> substantive change or disagreement)	Parent SPED Teacher Gen Ed Teacher District Rep Individual Interpreting Evaluations	Case manager submits for error checking <u>within 10 work days</u> Student Services archives and emails full packet to parents <u>within 10 work days</u>
Initial IEP			Initial Provision of SPED	
Placement Determination	Once every 365 days	*Meeting Notice *Meeting Notes *Placement Page *Prior Notice of SPED Action (<u>only if</u> change or disagreement)	Parent Person Knowledgeable re: Child Person Knowledgeable re: Evaluations Person Knowledgeable re: Options	Case manager submits for error checking <u>within 10 work days</u> Student Services archives and emails full packet to parents <u>within 10 work days</u>
Re-Evaluation Planning (May be completed without formal meeting if all team members are in agreement. When in doubt, meet.)	Usually about 3 months prior to 3 year date Can't be more than 60 days from signed consent to eligibility	*Re-Evaluation Plan Form *If meeting, include meeting notes and notice <i>If no More Info Needed, go straight to eligibility.</i> <i>If More Info Needed:</i> *Signed Consent for Evaluation <i>May need medical and/or release forms</i>	Parent SPED Teacher Gen Ed Teacher District Rep Individual Interpreting Evaluations (Case manager alerts any staff responsible for assessments)	Case manager submits for error checking with eligibility paperwork
3 Year Eligibility	Once every 3 years	*Meeting Notice *Meeting Notes *Evaluation Cover Sheet *Eligibility Form (s) *Medical Statement (for all eligibilities except SLD and CD)	Parent Person Knowledgeable re: Evaluations Another Professional *If SLD, the other professional must be gen ed teacher	Case manager submits for error checking <u>within 10 work days</u> Student Services archives and emails full packet to parents <u>within 10 work days</u>
Initial Evaluation Planning	After sufficient Child Study process	*Child Study Summary *Signed Consent for Evaluation <i>May need medical and/or release forms</i> *Procedural Safeguards Offered	Parent Designated School Team Member	Case manager submits for error checking with eligibility paperwork
Initial Eligibility	No more than 60 school days from signed initial consent for evaluation	*Meeting Notice *Meeting Notes *Evaluation Cover Sheet *Eligibility Form (s) *Medical Statement (for all eligibilities except SLD and CD)	Parent Person Knowledgeable re: Evaluations Another Professional *If SLD, the other professional must be gen ed teacher	Case manager submits for error checking <u>within 10 work days</u> Student Services archives and emails full packet to parents <u>within 10 work days</u>

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Initial IEP	No more than 30 calendar days after initial eligibility , generally held on different day from eligibility	*Meeting Notice *Meeting Notes *Complete IEP *Signed Initial Provision of Special Ed Services *Procedural Safeguards Offered	Parent SPED Teacher Gen Ed Teacher District Rep Individual Interpreting Evaluations	Case manager submits for error checking <u>within 10 work days</u> Student Services archives and sends full packet to parents <u>within 10 work days</u>
In State Move-In	Within 1week contact Student Services to open ePEP tabs	*Prior Notice of SPED Action stating we will implement IEP Find or Recreate: Signed Initial Provision of SPED Current IEP Current Eligibility(s) Current Evaluation	Convene IEP team as soon as necessary (could be at upcoming conference, could be immediately if revisions need to be discussed, could be at annual date)	Case manager uploads current eligibility, evaluation, IEP, and signed initial provision of SPED Action into ePEP. Case manager sends Prior Written Notice of SPED Action to parents Case manager sends <u>entire SPED file to Student Services within 10 work days</u>
Out of State Move-In	*Contact Student Services to open ePEP tab *Implement IEP Services ASAP *Meet within 10 work days to establish Oregon paperwork	*Meeting Notice *Meeting Notes *Re-Evaluation Planning *Procedural Safeguards Offered If enough information: *Complete Eligibility Form(s) *Oregon IEP *Signed Initial Provision SPED If not enough info: *Signed Consent for Evaluation <i>May need medical and/or release forms</i>	<u>For Re-Evaluation Planning:</u> Parent 2 Professionals (1 of whom is Gen Ed if SLD) <u>If IEP:</u> Parent SPED Teacher Gen Ed Teacher District Rep Individual Interpreting Evaluations	Case manager submits for error checking <u>within 10 work days after eligibility is established</u> Student Services archives and emails full packet to parents <u>within 10 work days</u>
Revision to the IEP	*Can happen any time during the life of the IEP, as long as the revisions are minor *Major revision require a new IEP be developed.	*Complete revised IEP with Revision Date noted on coversheet *Prior Notice of SPED Action (make sure parents' input and agreement are recorded here)	Meeting is not required, but consultation with all team members must occur. When in doubt, meet.	Case manager sends Prior Written Notice of SPED Action and completes revised IEP to parents <u>within 10 work days</u> Case manager alerts Student Services of the changes Student Services archives revised IEP