



### IEP Completion Process Checklist

- An IEP Meeting is scheduled by the Special Education Coordinator when the student is enrolled, and the parent is asked about a good schedule for their family.

#### ***Four Weeks Before IEP Meeting-***

The Special Education Coordinator's invites to the IEP Meeting is sent to the student's family.

- The case Manager conducts a **student interview**.
- The student interview determines the student's personal, academic, and transition goals after high school. A transition assessment is also completed (ACE Leadership High School uses the Casey Life Skills Assessment and the O\*NET interest inventory).
- The case Manager creates a Google document to gather information from Special and General Education teachers, as well as Social Workers, speech-language pathologists, Occupational therapists, Physical Therapists, etc. as applicable. This is expected to be filled out within two weeks. This is two weeks before the meeting takes place.

#### ***Two weeks before the IEP Meeting-***

- The Special Education Coordinator confirms the meeting time/date with the family.

#### ***One week before IEP Meeting-***

- The Special Education Coordinator checks in with the family.

#### ***The day before the IEP Meeting-***

- The Special Education Coordinator calls the family to remind them of the IEP Meeting.

#### ***Day of the IEP Meeting-***

- The case Manager sets up the conference room for the meeting.
- The case Manager runs the IEP Meeting with the student, family, teachers, Special Education Coordinator, and others as applicable.
- The case Manager gives a copy of the IEP document to the family.

*After the IEP Meeting-*

- Case Manager ensures the IEP is implemented throughout the year.
- The coordinator will update Jupiter with new IEP dates and any information that changes within 24 hours.
- The case Manager will update Progress Towards Goals and Programs at a Glance on Jupiter.



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### IEP Evaluation Process Checklist

- At the beginning of the school year, all students who have evaluations that school year are added to the ACE evaluation tracker.

#### ***3 Months before the Evaluation is due-***

- The Special Education Coordinator conducts a REED with the student and family to determine if the student requires testing.
  - The Special Education Coordinator is in charge of getting the REED started through a Google document that is uploaded on a shared Special Education drive.
  - The Special Education Coordinator is in charge of calling the parent/student for their input.
  - The Special Education Coordinator and Diag will review the previous evaluation and include it in the current REED. The Diag will add a synthesis of the previous eval report.
  - The Special Education Coordinator will have conversations with each teacher and service provider about the REED. The REED will also be shared with them and they will have two weeks to input their data and observations.
  - Once the REED is complete the Diag will review it before the team goes over the REED.
  - The special education coordinator will hold a REED meeting with the team, including the parents/students.
- **IF TESTING IS NOT REQUIRED**
  - The Special Education Coordinator completes the evaluation documentation. They will include input from special education and general education teachers. They will also include any testing that has been done before. The Special Education Coordinator and the Diagnostician will review these forms before the EDT meeting.

#### **IF TESTING IS REQUIRED**

- During the REED meeting, the Coordinator gets informed consent from the parent.
- Special Education Coordinator schedules testing with diagnosticians.
- The diagnostician tests the student in the student support conference room.
- Within two weeks after testing, the Diagnostician will return the report.
- The Diagnostician calls the parents to go over the results from the testing.

- The Coordinator reads through the report and then gives the report to the Case Manager.
- The Case Manager completes an evaluation form specifically related to the exceptionality. If the student has more than one exceptionality, a form needs to be filled out for each one. The Special Education Coordinator and Diagnostician will review this paperwork before the EDT meeting.
- Special Education Coordinator schedules a Re-Evaluation Meeting, the guardians are called to check with their schedule before the meeting is officially scheduled. The Coordinator schedules this a month out.
- One month before the Re-Evaluation meeting the Special Education Coordinator sends out an invitation.

***Two weeks before the Re-Evaluation Meeting***

- The Special Education Coordinator confirms the meeting time/date with the family.

***One week before the Re-Evaluation Meeting***

- The Special Education Coordinator contacts the family to touch base.

***The day before the Re-Evaluation Meeting***

- The Special Education Coordinator calls to remind the family of the Re-Evaluation Meeting.

***Day of Re-Evaluation Meeting***

- Case Manager runs the Re-Evaluation Meeting with the student, family, teachers, Special Education Coordinator, and others as applicable.
- The case Manager gives the family a copy of the Evaluation and Diagnostician report if this is appropriate.
- A new IEP/annual is conducted at this same time. See the IEP process.
- The Coordinator updates information in Nova/Jupiter with the current up-to-date evaluation information within 24 hours.
- The Case Manager updates any Special Education and General Education teachers not at the meeting with any updated information they need to know.



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### IEP Completion Process Checklist for New Student Enrollment

#### ***Check List-***

- In the enrollment packet, the student and parent are asked if they have ever received special education services before.
- If yes, the Registrar will request records from the student's previous school. Regardless of this, the Registrar will also check Nova for SPED history. The Special education coordinator will also receive a list of all new students enrolled from the community engagement director and will also check Nova for SPED history.
- If the records are not received within 3-5 business days, the Special Education Coordinator will reach out to the school's Special Education Department directly and request records.
- Once the IEP is received, the Special Education Coordinator will review the IEP and assign the student to a Case Manager. Together, the Coordinator and Case Manager will review the file and check to see if the IEP is appropriate for the student in this setting. The IEP will also be reviewed to ensure all the required documentation is included; IEP, PWN, Signature page, and Invitation are present.
- The Special Education Coordinator is in charge of setting up the IEP.
- The Special Education Coordinator is in charge of calling the parent/student for their input.
- The Case Manager will have conversations with each teacher and service provider about the IEP. The IEP will also be shared with them and they will have two weeks to input their data and observations.

#### ***If the IEP is Appropriate/In Compliance-***

- The current IEP will stay in place.
- The Case Manager will ensure that all teachers (general and special education teachers) are aware of what is in the IEP. They will also notify any related service providers as appropriate and applicable.
- The Special Education Coordinator will provide access to the accommodations and modifications from the student's IEP in Jupiter to all teachers and appropriate staff that interact with the student.

***If the IEP is Not Appropriate-***

- The Special Education Coordinator will call the family and see when they can come in to hold an addendum meeting. The Coordinator will then send out an invitation for the addendum meeting immediately that will take place within ten days, inviting the student's parent/guardian to the meeting.
- The Case Manager will begin to adapt the IEP to be appropriate for the student's needs within the classroom. The Case Manager will do this by meeting with the student, Special Education and General Education teachers, and related service providers and talking to the family.
- One week before the meeting, the Coordinator calls the parent/guardian to confirm the meeting time and place.
- One day before the meeting the Coordinator will make a reminder call to the parent/guardian regarding the meeting.
- On the day of the meeting:
  - Case Manager sets up a Conference Room for the meeting.
  - The case Manager runs the IEP Meeting with the student, family, teachers, Special Education Coordinator, and others as applicable.
  - The case Manager gives a copy of the Addendum/ IEP document to the family at the end of the meeting.
- After the meeting, the Addendum is added to the student's folder in the special education drive.
- The case Manager ensures the changes in the IEP are implemented.
- The coordinator updates Jupiter if applicable within 24 hours.

***If the IEP is overdue:***

- The Special Education Coordinator will immediately contact the family to let them know an IEP will be scheduled ASAP. The family will be asked when they will be available. The Coordinator will then send out a Prior Written Notice of the IEP meeting that will take place within ten days. The invite will invite the student and parents/guardians to the meeting.
- The Case Manager will conduct a student interview within the first two days. The student interview determines the student's personal, academic, and transition goals after high school. A transition assessment is also completed. (ACE Leadership High School uses the O\*NET interest inventory).
- The case Manager creates a working document of the IEP, gathering input from Special and General Education teachers, as well as Social Workers, Speech Language Pathologists, Occupational Therapists, Physical Therapists, etc. as applicable. This will be done within a Google document.
- One week before the meeting, the Coordinator calls to confirm the time/date with the family.
- One day before the meeting, the Coordinator will call to remind the parent/guardian of the meeting taking place.
- On the day of the meeting:
  - The case Manager sets up the Conference Room for the meeting.

- o The case Manager runs the IEP Meeting with the student, family, teachers, Special Education Coordinator, and others as applicable.
- o Case Manager gives a copy of the IEP document to the family at the end of the meeting.
- o The case Manager ensures the IEP is implemented and all of the teachers who interact with the student know what is in the IEP.
- o The coordinator updates Jupiter's information within 24 hours.



### IEP Evaluation Process Checklist for New Student Enrollment

- In the enrollment packet, the student and parent are asked if they have received special education services before. If yes, the Registrar will request records from the student's previous school. Regardless, the Registrar will check Nova for SPED history. The special education coordinator will also receive a list of new students enrolled from the community engagement director and will double-check Nova as well.
- If the records are not received within 3-5 business days the Special Education Coordinator will reach out to the school's Special Education Department directly and request records.
- Once IEP is received, the Special Education Coordinator will review the IEP/Evaluation and assign the student to a Case Manager. The Coordinator and Case Manager together will review the file and check to see if the current evaluation is up to date if it is close-dated or overdue.
- The Special Education Coordinator is in charge of setting up the IEP.
- The Special Education Coordinator is in charge of calling the parent/student for their input.
- The Case Manager will have conversations with each teacher and service provider about the IEP. The IEP will also be shared with them and they will have two weeks to input their data and observations.

#### ***If the evaluation is substantial (not due for more than three months):***

- The student will be added to our ongoing spreadsheet. This spreadsheet is viewed frequently to let us know when the next evaluation is due.
- Three months before the student's evaluation date is due, the Coordinator will follow the process above from the IEP Evaluation Process Checklist.

#### ***If the evaluation is almost due (within the next three months):***

- The Special Education Coordinator and Diag conduct a REED with the student and family to determine if the student requires testing. The Diag adds a synthesis of the previous evaluation. This takes place three months before the evaluation is due.



- If testing is **not** required:
  - The Special Education Coordinator completes the evaluation documentation.
- If testing **is** required:
- During the REED meeting, the Coordinator gets informed consent from the family for testing.
- Special Education Coordinator schedules testing with diagnosticians.
- The diagnostician tests the student in one of the school conference rooms.
- Within two weeks after testing, the Diagnostician will return the report.
- The Diag calls the parents to go over test results prior to the meeting taking place.
- The Coordinator reads through the report and then reports to the Case Manager.
- The Case Manager completes an evaluation form specifically related to the exceptionality. If the student has more than one exceptionality, a form needs to be filled out for each one.
- Special Education Coordinator schedules a Re-Evaluation Meeting, the guardians are called to check with their schedule before the meeting is officially scheduled. The Coordinator schedules this a month out.
- One month before the Re-Evaluation meeting the Special Education Coordinator sends out an invitation.
- Day of Re-Evaluation Meeting: The Case Manager runs the Re-Evaluation Meeting with the student, family, teachers, Special Education Coordinator, and others as applicable.
- The family is given a copy of the Evaluation and Diagnostician report at the end of the meeting by the Case manager.
- The coordinator updates Jupiter's information within 24 hours after the meeting.

***If the evaluation is overdue:***

*If the Evaluation is overdue, this process must be completed within the first 30 days of the student being enrolled.*

- The Special Education Coordinator and Diag conduct a REED with the student and family to determine if the student requires testing. The Diag adds a synthesis of the previous evaluation. This takes place within the first week of having the IEP documentation.
- If testing is **not** required:
  - The special education coordinator completes the evaluation documentation.
- If testing **is** required:
  - The coordinator gets informed consent for testing at the end of the REED meeting.
  - Special Education Coordinator schedules testing with diagnosticians ASAP
- After Testing is Complete:
  - The case Manager completes the evaluation form specifically related to the exceptionality.
  - Diag calls parents to go over test results.

- o The special Education Coordinator schedules a Re-Evaluation Meeting, they call the family to see when would be good for them a month before the meeting.
  - o Special Education Coordinator sends out an invitation to the Re-Evaluation Meeting, a month before.
- Two weeks before the Re-Evaluation Meeting, the Special Education Coordinator confirms the meeting time/date with the family.
- One week before the Coordinator checks in with the family.
- The day before the Re-Evaluation Meeting, the Special Education Coordinator calls the family to remind them of the Re-Evaluation Meeting.
- Day of the Re-Evaluation Meeting, the Case Manager runs the Re-Evaluation Meeting with the student, family, teachers, Special Education Coordinator, and others as applicable.