SEAS INITIAL IEP Processing Guide

INITIAL Documentation Requirements: Initial Form Packets are used when a student is Referred and Determined Eligible for Sped services. If the student is Determined Eligible for Sped services through the **Referral IEP,** an Initial Forms Packet is then processed. Both of these forms packets may be processed with the same date and meeting time. Referral IEP & Initial IEP meetings should to be transacted in an IEP meeting environment. This meeting must have the student's guardian(s) and associated staff members in attendance, if needed team members may attend this meeting over the phone.

If a student is DETERMINED ELIGIBLE FOR SPED SERVICES, the REFERRAL IEP Forms Packet MUST accompany an INITIAL IEP FORMS PACKET.

Before opening any forms Packets in the SEAS Database check to confirm that all previous IEPs and Goals have been archived.

#1. Fill-out SEAS Initial IEP Forms Packet COMPLETELY. Double check all data fields, if any data fields are not populated the IEP will be returned to the Case Manager for completion.

#2. Notify student's Guardians, Team Members, and associated staff of the Initial IEP meeting 60 days prior to the IEP meeting, this notice will provide the IEP Team time to complete their evaluations and/or goals for this meeting.

#3. Finalize the SEAS Initial Forms Packet, and contact your Sped Director for a review of the documents, upon approval your Sped Director will request you to submit an Archive Request to the NWBOCES Data Mgr. All supporting documentation and signature forms are to be sent via Fax/Inter Office Mail/USPO to the NWBOCES Data Mgr. directly after the Initial IEP meeting. After the Initial IEP Forms Packet has been archived, a confirmation notice will be sent to you, upon receiving the confirmation notice you are required to provide the student's guardian(s) and supporting staff with a copy of the approved Initial IEP documentation for their records.

All IEP Progressing is the responsibility of the student's Case Manager

The information required below is to be filled-out accurately and completely or the INITIAL Forms Packet will not be archived.

Form	Content	Required Document	Additional Document	Signature Documents to be sent to NWBOCES Data & Records Mgr.
Cover Page **SPECIAL NOTICE** **All Student's Demographic Informaiotn MUST match that of your district for CDE compliance.**	**Initial IEP Date & Data:** The Initial IEP Cover Page is populated with dates and student demographic information from the student's SEAS Demographic and Conference Dates drawers. Check all data fields for accuracy including all Yes/No check boxes. Update data if required.	X		
	Section #1: In the Individualized Ed. Program section, if the student is 14+ years check the box for Other and insert the word "Transition", also insert Transfer. Example: Transfer-Transition.	X		
	Section #2: Fill-in all data fields with the student's current information. Including Before/After meeting selections and the student's Ethnicity.	X		
	Section #3: Fill-in all data fields with the student's Guardian current information, this information must match that of the school district. If edits are required for the Guardian information process this in the student's Guardian/Student drawer within the student's SEAS record. The Guardian information must match that of your district's, you may wish to contact your district Data Manager to make sure you both have the same contact information.	X		
Contact Log	The Contact Log is to be filled-out with each student's IEP meeting. The Contact Log is an inter office document for the IEP Team Members to log in actions such as Notice of Meeting-date sent, Consent for Evaluations notifying the Providers that they can begin evaluations, communications with the Guardians, Goal Updates, any and all information of when Consents & Notices are sent to the Guardians or staff, etc. This Log is very important to all IEP Team Members in referencing when actions occurred in the event your IEP is audited and timeline references are required. You may need to add additional Contact Log pages to the form, select the Contact Form and Go To the ADD FORM Drawer and select "Duplicate Form", a new Contact Form will appear under your original form.	X		
Determination of Eligibility (Insert correct Determine of Eligibility Form into the IEP Forms packet)	This form is to be filled out by the Case Manager with student's Evaluation Team. At the bottom of this form all evaluation team members are to be listed with their signatures.	X		X
	*Check the box for guardian(s) receiving a copy of the IEP at the bottom of this form.	X		

Form	Content	Required Document	Additional Document	Signature Documents to be sent to NWBOCES Data & Records Mgr.
Prior Notice & Consent for Initial Provision of Special Education and Related Services	This form is to be filled-out completely by the Case Manager and signed/dated by the student's guardian. At the bottom of this form the Date Consent Received by AU box is to be checked and dated. The date the AU received the consent back is the date the student can begin Sped services.	X X		X
Consideration of Special Factors	The Case Manager is to fill this form out, if any of the questions are answered with a NO, please specify the required information or insert the requested documentation or forms.	X		
Accommodations & Modifications	Fill-out each section of this form out entirely. In Section #11 ESY Determination, check all required yes/no boxes in the Criteria/Inquiry section. In the Decision section be sure to check the applicable box, and if required a date of when the student's ESY service will be determined. NEVER state that the student will receive ESY services unless authorized by your Sped Director.	X		
State/District Assessments	Fill-out each section of this form entirely. The State and District assessments should align with the information you provide in each section.	X		
Least Restrictive Environment (LRE)	Fill-out each section of this form entirely. Be sure to identify the Student's Educational Environment, this selection should match the student's Primary Educational Environment on the IEP Cover Page. Fill-out Section #15 if the student is requiring changes to their SPED services, this information should align with the last (3) questions/answers given in the Prior Notice of Action (the answer none can only be used once in this area). Also, check the box at the bottom of this form if you have given the student's guardian(s) a copy of the IEP.	X		
Service Delivery	The Case Manager is to complete this form and the Service Providers are to enter in their anticipated services and times. The Service Delivery Statement should be as follows, insert the student's required service information within this statement: *Services will be provided by any of the following resource team members (insert listed Service Providers by title only) to support student with (insert areas of instruction). Services may be provided in a classroom setting and through consultation. These services will be provided in accordance with the (insert District name) calendar.* Check the Start/End service dates, and make sure the Hours Per Week (HPW) have calculated correctly.	X X X X X		
Participants	Fill-out the Participants form and be sure to document when you offered the student's guardian(s) the Procedural Safeguards. All participants listed on this form are to verify their participation with their signature. If a participant attended the meeting via phone, state this next to their name on the form. All listed participants identified on this form are to align with those listed on the Notice of Meeting, if attendance changes occurred, document this in the lower portion of the Participants form and through a Team Member Excusal. Note that the Special Education Teacher can also attend as the SPED Designee, if this occurs they will need to sign this form in both designated data fields. There should not be more than (2) signatures for the same individual attending the meeting. If any participants are attending the meeting via phone, please document this on the Participants form.	X		X
Prior Notice of Action	Fill this form out identifying student's new IEP Services. Never enter "N/A" in any data fields, use "None" if required.	X		
Team Member Excusal	Please fill this form out if a team member who was identified on the Notice of Meeting is unable to attend the meeting. This form should be filled-out 24 hours before the meeting, be sure to fill-in approval signatures at the bottom of this form.		X	X
Permission to Invite Agencies	Use this form if you are inviting Outside Agencies to the IEP meeting.		X	X
Progress Report / Goals	From the SEAS Forms Packet Status Drawer, go to the SEAS Main Menu/Forms Packets and select the current school year's Progress Report. The progress Report will open into the Forms Packet Status Drawer, SAVE immediately. While the Progress Report is open go to the Access Goal/Progress Page and create your student's Goals, be sure to place the IEP date on each of the Goal pages. After creating your student's new Goals they should populate directly into the Progress Report, if they do not, go to the Add Form drawer and select the Insert Goal/Progress Page, select the required Goals and/or Objectives and they will auto fill into the Progress Report.		X	

Double check all IEP Forms and Goals for accuracy BEFORE submitting an Archive Request!

TIMELINES: Timeline criteria's are based on Calendar Days.

SPANISH TRANSLATIONS/INTREPRETATIONS: If a student or their guardian(s) require Spanish (or other language) Translations or Interpretations you will need to schedule your meeting interpreter, and add an additional week + for translation of the SEAS IEP documents.

*90 Calendar Days Before the IEP Meeting: From the date the student was referred for Sped services, the Case Manager has 90 calendar days to complete and hold the IEP meeting.

*6 Wks Before IEP Meeting: Open the Required IEP form in SEAS and begin to log-in IEP events on the student's Contact Log within the forms packet. Notify everyone on the student's IEP Team of the date scheduled for the IEP meeting, and the documentation that will be required for the meeting. If the meeting requires additional evaluations, insert a Consent to Evaluate form into the IEP Forms Packet, print it out and have the guardian sign this. When the Consent is returned back to the Case Manager, document the date at the bottom of the form and notify your IEP Team and Providers to begin evaluations, document this event on the Contact Log. Remember to also insert the Determination of Eligibility into the IEP Forms Packet.

***10 Calendar Days Before IEP Meeting - Meeting Notification:** Notify your Sped Director of the IEP and all IEP Team Members that will be participating in the student's IEP Meeting. Send Notice of Meeting to guardian and student if 14 yrs. +.

***24 hrs. Before IEP Meeting:** If there is any change in meeting Participants, approval of the change is required from the student's guardian, and if necessary processing of a Team Member Excusal form. Double check all meeting participants and meeting documentation for accuracy. Make a copy of the student's IEP documentation for the guardian and IEP Team participants.

***10 Calendar Days after IEP Meeting:** The IEP must be Saved and finalized for archiving by the NWBOCES Records & Data Manager. Update the IEP with any required edits, be sure to uncheck the "draft" mode boxes on the IEP forms, submit an email request for review to your Sped Director.   Upon your Sped Directors review approval you will be requested to submit an Archive Request through he NWBOCES/SEAS website. **CASE MANGERS OR PROVIDERS DO NOT FILE OR ARCHIVE STUDENT'S DOCUMENTS!**

* Notification of IEP Archive / Guardian's IEP Copy: After receiving notification that the IEP has been archived, print out a copy of the IEP for the student's guardians and send to them. **Do Not** give the student's guardian a copy of the IEP unless it has been approved and archived by the NWBOCES Records & Data Manager!

*Running Behind in Time?: If you find that you are unable to meet the above timelines, contact your Sped Director and brief them of the situation.

*Fax / Mail / Inter Office all required signature forms: Send forms to the NWBOCES Records & Data Manager: P.O. Box 773390 / Steamboat Springs, CO 80477

Questions: If you have any questions concerning the student's IEP information or the SEAS software, please contact the NWBOCES Records & Data Manager; 970.879.0393.

Always respond quickly to emails/calls from the NWBOCES Records & Data Manager requesting student information.

Do not take more than 10 minutes to resolve your IEP questions, otherwise call the Records Manager for a quick answer!