

# JOHNSTON PUBLIC SCHOOLS

## *Special Services*

### PROCESS/FORMS

#### *Permission to Evaluate (Initial and Re-evaluation)*

- JPS 2: Letter to Parent – Notice of Meeting (send to participants)
- JPS 9: Assignment of Evaluations (JPS 12 Observation, if questioning LD)
- JPS 7: Description of Evaluations
- JPS 20: Team Meeting Minutes (All sign in)
- JPS 3: Team Review of Referral
- JPS 6: Prior Written Notice – Evaluation (Parent Signs)
- Procedural Safeguards
- Parent Advisory Letter

#### *IEP Meeting*

- JPS 2: Letter to Parent – Notice of Meeting (send to participants)
- JPS 20: Team Meeting Minutes (All sign in)
- JPS 6: Prior Written Notice – IEP
- JPS 17B: Letter to parent consent to access Medicaid funds
- JPS 18: Census
- Procedural Safeguards
- Parent Advisory Letter
- Transition Brochure (RIDE) Turning age 14 and older – Distribute annually

#### *3 – Year Reevaluation Eligibility Meeting (Case Managers)*

- JPS 2: Letter to Parent – Notice of Meeting (send to participants)
- JPS 9: Assignments of Evaluations
- JPS 20: Team Meeting Minutes (All sign in)
- JPS 18: Census Form (start at Eligibility Meeting and complete at IEP Meeting)
- JPS 4A or 4B: Learning Disabilities or ED Report
- JPS 6: Prior Written Notice – Eligibility
- JPS 4: Evaluation Team Summary – All sign agree or disagree
- Procedural Safeguards
- Parent Advisory Letter

# JOHNSTON PUBLIC SCHOOLS

## *Special Services*

### Initial

- JPS 2: Letter to Parent – Notice of Meeting (send to participants)
- JPS 20: Team Meeting Minutes (All sign in)
- JPS 9: Assignment of Evaluations
- JPS 4: Evaluation Team Summary – All sign agree or disagree
- JPS 18: Census Form
- JPS 6: Prior Written Notice – Eligibility
- JPS 4A (LD Report) or 4B (ED Report)
- JPS 12: Student Observation (ONLY needs to be fill out if student is LD)
- Procedural Safeguards
- Parent Advisory Flyer

### Exiting a Service

- JPS 2: Letter to Parent – Notice of Meeting (send to participants)
- JPS 6: Prior Written Notice – Exit (Parent signs)
- JPS 4: Evaluation Team Summary — All sign
- JPS 20: Team Meeting Minutes (All sign in)
- JPS 18: Census Form
- Procedural Safeguards

### Review Outside Evaluations

If parent gives to school *must ask parent what is their intent?* Referral and use as backdrop for eligibility? Become part of the record? Share with IEP team? Then review at ET to offer guidance to parent, i.e. 504, RtI, referral. Send to central office.

- JPS 2: Letter to Parent – Notice of Meeting (send to participants)
- JPS 20: Team Meeting Minutes
- JPS 6: Prior Written Notice – Eligibility
- JPS 4: Evaluation Team Summary
- Procedural Safeguards