



BEMIDJI REGIONAL INTERDISTRICT COUNCIL



2019

FALL DUE DATES

As previously discussed, all Re-evaluations & IEP's due prior to October 16th, 2019 (last day prior to MEA break) should be completed during this current school year.

REQUESTS FOR RECORDS

Any time you receive a request for special education records from outside agencies such as PACER, County Social Services, Vocational Rehab, Mental Health Agencies, etc., please notify your Special Education Supervisor and have your Supervisor review the records requested prior to you sending them. These requests require an Authorization to Release Information form signed by the parent or guardian indicating they have given permission to the school to release the records. The release form should specifically identify what records are to be released.

Transferring records to other school districts where the student is enrolled does not require a release of information.

ORDER OF PUPIL FILES

See example

IDGP's

BRIC Teachers, completed IDGP's are due to your Supervisor by May 30th.



BEMIDJI REGIONAL INTERDISTRICT COUNCIL



2018-19 Order of Pupil Files

Student Name: Jane Doe Primary Disability: SLD
 School: Lincoln Elementary Grade: 4th DOB: 4-23-09
 IEP Manager: R. Donaghue

Time Lines	File Order Sequence	✓ when placed in file. Place chronologically oldest to newest.
Interventions = 30 days Reasonable Amount of Time	Referral Process/Assessment Plan * Documented Pre-Referral Interventions (at least 2) per area * Student Referral Review w/signatures * Notice of Educational Eval/Reeval Plan & Consent (Includes parent input)	NA
Evaluation 30 School Days (Birth 0-2 year 11 month: 45 Calendar Days) Eval to IEP 30 Calendar Days	Evaluation/Reevaluation Report * Notice of a Team Meeting (Documentation required) (Sent to members 7-10 days before meeting) * Observation (Documented in Evaluation Report) * Evaluation Report and final page Eligibility determined <u>10-1-18</u> Date Not an IEP (Not Eligible) * Notice of a Team Meeting (Documentation Required) * Parent Contact Summary (Document parent discussion) or IEP (Eligible for Services) * Notice of Team Meeting (Documentation attendance with initials on Notice or using the Record of Team mtg) * Individual Education Program (IEP) Meeting Date <u>10-11-18</u> * Prior Written Notice with Consent form	✓ ✓ ✓ Re-eval
IEP – can implement upon signature OR Expiration of 14 calendar day response time on an annual IEP Frequency: Same as Gen Ed	Progress Reports NOTE: Place a copy of progress reports in SE file * IEP Progress Report – Document date and type here. (If not Written, a summary of the information reported on ALL goals and whether or not progress is sufficient to meet goals within the IEP year must be recorded in the Communication Log.)	✓ ✓ ✓ Date & Type of Reports <u>1st - annual IEP</u> <u>2nd - written progress</u> <u>3rd - written progress</u> <u>4th - written progress</u>
*If applicable *List other due process forms or relevant reports	Other SE File Entries * Extended School Year Documentation **ESY Services form and District Registration form * Communication Log	NA ✓

11-23-18
3-1-19
5-15-19



BEMIDJI REGIONAL INTERDISTRICT COUNCIL