

# “Survival Guide at a Glance”

## I. Pre IEP

### Forms Locator

#### Instructions

#### Appendices

- Flowchart for Determining Need for Special Circumstances Paraprofessional Assistance
- Decision Making Process for Surrogate Parents for Special Education
- Referral from Early Start Program to School District for Special Education Assessment
- Three Year Old Transition Timeline

#### Forms

- Assessment Plan
- Assessment Plan Memo for Private School Students
- Designation of Educational Representative
- Excusal of IEP Team Member
- Extended School Year Consideration
- Family Interview Worksheet
- Home Language Survey
- **IEP Meeting Notice**
  - Notice of IEP Team Meeting
  - Notice to Transition Aged Student of IEP Team Meeting
  - Request for Adult Agency Input in the Development of Transition Services for the IEP
  - Staff Notice of IEP Meeting
- **Interdistrict Referral**
  - Referral Form
  - Consent for Release of Information
- Notice of Referral
- **Notification of Age of Majority**
  - Parent
  - Student
- **Parent/Adult Student Rights**
  - Parent Rights – Abbreviated
  - Parent Rights – Full
  - Adult Student Rights
- Parent Contact Log
- Prior Written Notice to Parent of Action
- **Reassessment Prior to Transition to Kindergarten**
  - Checklist
  - Memo to Parent
- **Special Circumstances Paraprofessional Forms (SCPS)**
  - Rubric – SCPS 1
  - Checklist of Existing Environmental Supports – SCPS 2
  - School Day Analysis – SCPS 3
  - Summary Sheet – SCPS4
- **Surrogate Parent Forms**
  - Request to Social Service Agency for Information About Educational Rights – SP 1
  - Educational Rights Information Sheet – SP 2
  - Appointment/Acceptance of Surrogate Parent – SP 3
  - Foster Parent Agreement to Represent Special Education Student – SP 4
  - Educational Representative Information/Registration – SP 5

- Surrogate Parent Evaluation – SP 6
- **Three Year Old Transition**
  - Referral from Early Start Program to School District for Special Education Assessment
  - Three Year Old Transition Checklist
- **Triennial Review**
  - Documentation of District/Parent/Adult Student Decision About Assessment Needed for Triennial Review
  - Summary of Record Review in Preparation for Triennial Review
  - Worksheet for Determination of Need for Assessment for Triennial Review

## II. Basic IEP

### Forms Locator

#### Instructions

#### Appendices

- Accommodations List
- Modifications List
- DRDP “access”
- DRDP Assessment Timeline
- CST Flowchart-First Year of Testing
- CST Flowchart-Subsequent Years of Testing
- Decision Making Worksheet for CMA
- California Alternate Assessment (CAPA)
  - Participation Criteria
  - Standards
  - Formative Assessments
- Guidance for IEP Wording for Students with Chapter 26.5 (AB3632) Mental Health Services Via Their IEP
- Hearing Assistive Technology (HAT) Guidelines
- Transportation Levels of Service
- Special Education and Related Services Definitions

#### Forms

- Accommodations and Modifications for Instruction and Assessment
- Additional Page
- Agenda
- Agreement/Attendance
- Annual Goals
- Annual Goals and Objectives
- Least Restrictive Environment
- Present Levels of Academic Achievement and Functional Performance
- Student Information and Services

## III. Additional IEP Forms for Specific Circumstances

### Forms Locator

#### Instructions

#### Appendices

- CELDT Participation Criteria
- Possible Alternative Assessments to CELDT for CAPA Level Students
- Fields for Transition Page

#### Forms

- **English Learners**
  - English Language Development Assessment Information
  - Worksheet for IEP Team Recommendation for Reclassification of Special Education English Learners
- Permission for Use of Medi-Cal Insurance

- Record of Changes to IEP for Next School Year
- **Specific Learning Disability**
  - Specific Learning Disability Eligibility Summary
  - Collective Team Report - SLD
- **Transition to Adult Life**
  - SCANS Form “N”
  - SCANS Form “S”
  - SELPA Situational Assessment
  - Transition Counseling Worksheet
    - Teacher’s Guide
    - Student Interview Worksheet
    - Student Input for the Transition Portion of the IEP
  - Transition to Adult Life Form
- Worksheet for Specialized Out of District Program

#### **IV. Post IEP Meeting Forms**

##### **Forms Locator**

##### **Instructions**

##### **Appendices**

- Possible Options for Page Two of the Exit Summary
- Central Auditory Processing Disorders (CAPD) Flowchart

##### **Forms**

- Addendum
- Administrative Amendment
- Educational Benefit Checklist
- Exit Summary
- Individual Services Plan
- Notice to Adult Student Withdrawn from Public School
- Notice to Parent of Student Being Withdrawn from Special Education Services
- Post Secondary Follow-up Form
- **Private School**
  - Individual Services Plan
  - Notice to Parents of Special Education Eligible Private School Students
- Referral for Auditory Processing Concerns

#### **V. Serious Behavior/Discipline Forms**

##### **Forms Locator**

##### **Instructions**

##### **Appendices**

- Behavior Intervention Plan Process for Changing Behaviors Flowchart
- Chart I: Development of a Behavioral Intervention Plan – Initial
- Chart II: If a Behavior Emergency Has Occurred
- Behavior Intervention Plan Key Concepts
- Behavior Intervention Plan Evaluation Scoring Rubric
- Positive Behavior Support Plan A Key Concepts
- Positive Behavior Support Plan A Evaluation Scoring Rubric
- Positive Behavior Support Plan B Key Concepts
- Positive Behavior Support Plan B Evaluation Scoring Rubric
- Positive Behavior Support Plan C Key Concepts
- Positive Behavior Support Plan C Scoring Rubric
- Pre-Referral to Mental Health Guidelines
- Suspension Flowchart

- Expulsion Flowchart

## **Forms**

- **Applied Behavior Analysis Special Education Teacher Verification Process**
  - Instructional Strategies
  - Changing or Eliminating Non-Desired Behaviors
- Behavior Emergency Report
- **Behavior Intervention Plan (BIP)**
  - Behavior Intervention Plan (BIP) Form
  - BIP Scoring Rubric
  - Minor Modifications to BIP
- Consideration of Residential Placement
- Determination of Need for FAA
- Functional Analysis Assessment/Functional Behavioral Assessment Summary Report
- Manifestation Determination Review Worksheet
- **Positive Behavior Support Plans (PBSPs)**
  - Plan A
    - Form
    - PBSP Form A Scoring Sheet
  - Plan B
    - Form
    - PBSP Form B Scoring Sheet
  - Plan C
    - Form
    - PBSP Form C Scoring Sheet
- Prereferral Interventions for 26.5 Mental Health Services
- **Referral for Mental Health Assessment**
  - Referral Form
  - Consent
- **Suspension and Expulsion**
  - Worksheet for Determination of Pattern of Suspension
  - Manifestation Determination Review Worksheet
  - Record of Suspensions

## **VI. Health and Medical**

### **Forms Locator**

#### **Instructions**

#### **Forms**

- Emergency Plan
- Health/Emergency Plan
- Health Assessment Summary
- Initial Health and Developmental History
- Record of Training for Specialized Physical Health Care Services by Multiple Nurse Trainers
- Record of Training for Specialized Physical Health Care Services by Single Nurse Trainer
- **Specialized Physical Health Care Services**
  - Request for Physician Authorization/Parent Authorization for Exchange of Information
  - Physician's Authorization for Specialized Physical Health Care Services

## **VII. Report Forms**

### **Forms Locator**

#### **Instructions**

#### **Forms**

- Academic Assessment Report

- Adapted Physical Education Assessment Report
- Educational Progress Report
- Information for General Education Classroom Teacher
- Multidisciplinary Psychoeducational Assessment Report
- Need for Special Circumstances Paraprofessional Support – Assessment Report
- **Occupational Therapy**
  - Occupational Therapy Assessment Report
  - Descriptions of Occupational Therapy Assessments
  - School Performance Checklist for Students with Mild Moderate Disabilities
  - School Performance Checklist for Students with Moderate/Severe Disabilities
- **Physical Therapy**
  - Physical Therapy Assessment Report
  - Checklist for Physical Therapy Referral
- Preschool to Kindergarten Transition Report
- Special Education Annual Report
- Speech-Language Assessment Report

## **VIII. Data Collection Forms**

### **Forms Locator**

#### **Instructions**

#### **Forms**

- **General Data Collection**
  - Data Collection Form
  - Data Collection Sheet
- **Behavioral Frequency Tools**
  - Frequency Chart
  - “Event” or “Frequency” Recording Form
  - Behavior Frequency Data Sheet One Behavior/Month
  - Frequency of Behavior One Behavior/Month
  - Behavior Frequency Data Sheet Multiple Behaviors by Time Intervals
  - Frequency of Behavior Multiple Behaviors/Day
  - Record for Frequency of Behavior
- **Interval Recording Forms**
  - “Specified Interval” or “Time Sampling” Recording Form
  - Interval Data Sheet
  - Interval Recording Sheet
  - Time Sampling Record Sheet 10-minute Intervals (one day)
- **Duration Recording Forms**
  - Duration Chart
  - “Duration” Recording Form
  - Behavior Duration Data Sheet
  - Record for Duration of Behavior
- Intensity Recording Form
- Task Analyses
- Speech Language Tools
  - Articulation Data Collection
  - Syntax Data Collection
  - Fluency Data Collection
  - Voice Data Collection

## **IX. Communication with General Education**

- General Education Teacher Input for the IEP
- IEP Current Levels of Functioning, Special Education Student, Elementary Level
- IEP Current Levels of Functioning, Special Education Student, Middle School/High School Level
- Mainstreamed Student Monitoring Report
- R.S.P. Alert
- Resource Specialist Commentary to accompany the attached project
- Teacher Tip Sheet Checklist
- IEP Level of Functioning Speech and Language

## **X. Other Resources**

- A+: A Guide to Modifications and Accommodations for Students Experiencing Difficulty in General Education Classrooms
- 90 Ways to Help Students with ADHD
- Linking Goals to Standards for Students with Mild/Moderate Disabilities
- California Department of Education Publications, [www.cde.ca.gov/re/pn/rc](http://www.cde.ca.gov/re/pn/rc)
- Ventura County SELPA Order Form for Forms and Resource Materials
- Resource Library