

“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
- Three Year Old Transition Timeline

Forms

- Assessment Plan
- Assessment Plan Memo for Private School
- Students
- California Alternate Performance Assessment Participation Criteria
- 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 Meeting
 - 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
 - Worksheet for Determination of Need for Assessment for Triennial Review

II. Basic IEP

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Appendices

- Accommodations List
- Modifications List
- DRDP “access”
- CST Flowchart-First Year of Testing
- CST Flowchart-Subsequent Years of Testing
- CAPA Standards
- Hearing Assistive Technology (HAT) Guidelines
- Transportation Levels of Service
- Special Education and Related Services Definitions
- Guidance for IEP Wording for Students with Chapter 26.5 (AB3632) Mental Health Services Via Their IEP

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

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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 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

IV. Post IEP Meeting Forms

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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

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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
- 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 Record**
 - Worksheet for Determination of Pattern of Suspension
 - Manifestation Determination Review Worksheet
 - Record of Suspensions

VI. Health and Medical

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Forms

- 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 for Exchange of Information
 - Physician's Authorization for Specialized Physical Health Care Services

VII. Report Forms

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Forms

- Academic Assessment Report
- Adapted Physical Education Assessment Report

- Data Collection Form
- Educational Progress Report
- Information for General Education Classroom Teacher
- **Occupational Therapy**
 - Occupational Therapy Evaluation
 - Assessment Instrument Templates
 - School Performance Checklist for Students with Mild Moderate Disabilities
- **Physical Therapy**
 - Physical Therapy Evaluation
 - Checklist for Physical Therapy Referral
- Psychoeducational Assessment
- Special Education Annual Report
- Speech/Language Assessment Report
- Student Log and Notes

VIII. Data Collection Tools

- Frequency Chart
- Frequency Chart Sample
- Event/Frequency Recording Form
- Duration Chart
- Duration Chart Sample
- "Duration" Recording Form
- "Specified Interval" or "Time Sampling" Recording Form
- Data Collection Sheet
- Work Competencies and Basic Skills Task Analysis
- 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
- Ventura County SELPA Order Form for Forms and Resource Materials
- Resource Library