

Supplemental IEP Review

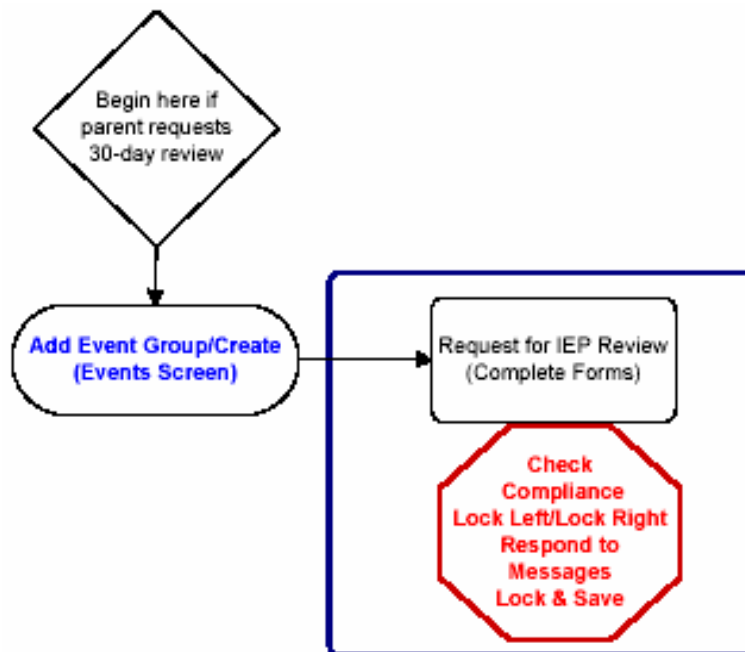
Note: When changing a student's primary placement federal regulations require assessment. The district procedure is to follow the Triennial Review process in most cases instead of the Supplemental IEP Review process.

There are 3 situations that determine how to start a Supplemental IEP Review. In the first instance, a review of the student's IEP is requested. In this scenario, the event group Request for IEP Review is added. It is used only when someone on the team, such as the parent, has requested the review and its purpose is to generate a 30-day timeline. When the event group is locked, a Supplemental IEP Review is generated with a due date 30 days later.

In the second situation, assessments are needed. Some common scenarios would be when assessing to add any DIS service such as speech-language therapy, occupational therapy, vision therapy, or when assessing to determine the need for Special Circumstance Individual Assistance (SCIA). These situations require an assessment plan; therefore the Supplemental Assessment Plan event group is the starting point. When the consent is added and the event group is locked, a Supplemental IEP Review is generated with a due date 50 days later.

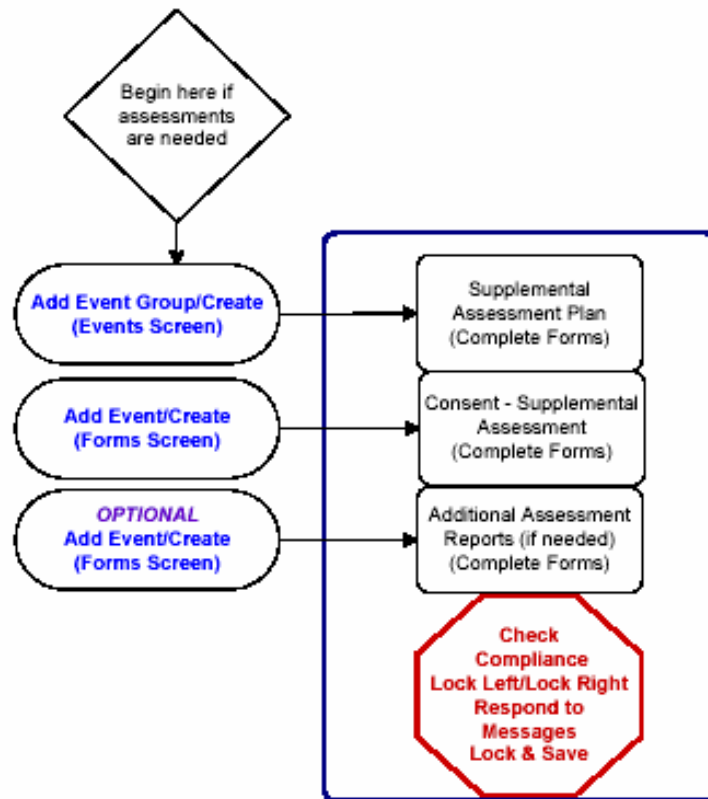
A third circumstance occurs when an IEP team member decides to review an IEP to change anything on the IEP not requiring assessment. (Adding CMH services does not require an assessment plan; thus it falls in this category.)

1. Request for IEP Review



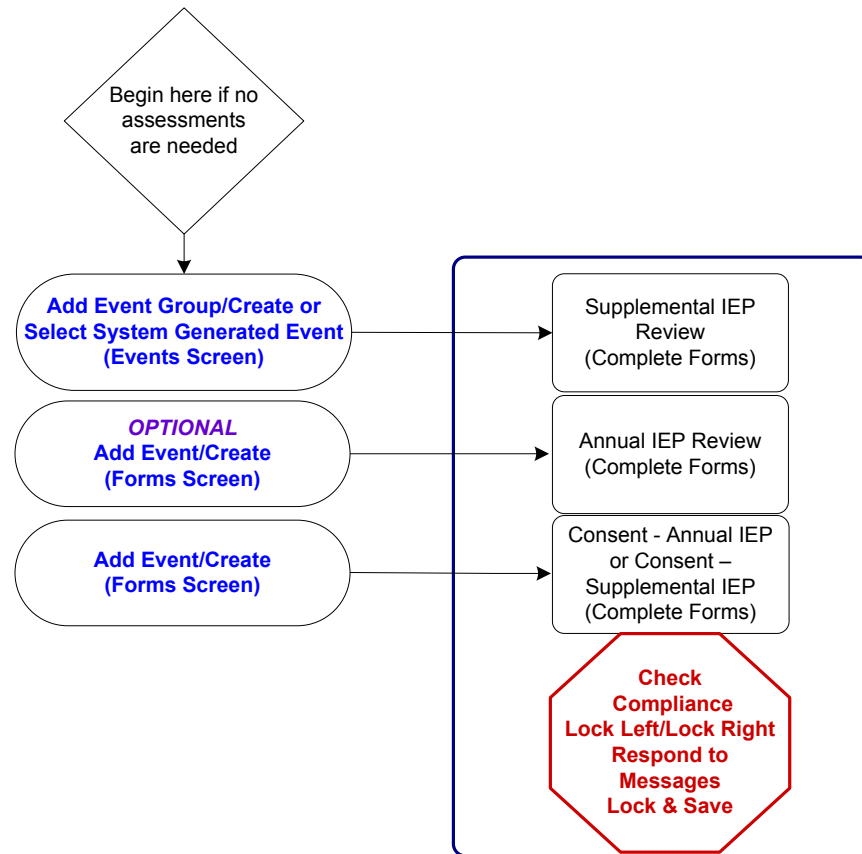
- Select ADD EVENT GROUP. Check the box for Request for IEP Review and select CREATE. Complete the forms. Select CHECK COMPLIANCE. Lock on the left, lock on the right, respond to any messages, lock and save.
- When the Request is locked, a Supplemental IEP Review is generated with a due date 30 days later. Go to page 3 for instructions for that section.

2. Supplemental Assessment Plan



- Select ADD EVENT GROUP. Check the box for Supplemental Assessment Plan and select CREATE. Complete the forms and get them signed.
- Open the event (so that you are on the forms screen and you see the list of forms.) Select ADD EVENT. Check the box for Consent-Supplemental Assessment and select CREATE. Complete the forms.
- Select CHECK COMPLIANCE. Lock on the left, lock on the right, respond to any messages, lock and save.
- When the event group is locked, a Supplemental IEP Review is generated with a due date 50 days after the receipt of the assessment plan. Go to page 3 for instructions for that section.

3. Supplemental IEP Review



- If the Supplemental IEP Review has not been generated by completing the items on page 1 or 2, select ADD EVENT GROUP. Check the box for Supplemental IEP Review and select CREATE. When a previous event has generated the event, simply select Supplemental IEP Review and begin completing the forms.
- If the review is to be an entire annual review, import the annual into the supplemental or vice versa. (See the job aid on importing events for more information.)
- The Supplemental IEP Review event clones the previously locked IEP. Complete the forms including the meeting notice. Delete the information in the signature section by deleting the fields from right to left. Changes should not be listed on the IEP Team Action; instead they should be made on the appropriate pages. For example, if the purpose of the meeting is to document a manifestation determination, the information should be updated on present levels p. 2. A Behavior Support Plan or BIP may need to be completed or changed and a goal may need to be written. All pages that continue to be accurate need to be saved. Open the pages and select SAVE AND CLOSE.
- After the meeting, open the event (so that you are on the forms screen and you see the list of forms). Select ADD EVENT. Check the box for Consent-Supplemental IEP (or Consent-Annual IEP if the annual review has been imported) and select CREATE. Complete and change any forms needed.
- Select CHECK COMPLIANCE. Lock on the left, lock on the right, respond to any messages, lock and save.