

MODEL FORMS REVISIONS - JULY 2014

Name of Form	Update	Rationale
Form D	Entire form was updated	Update to match new requirements for MAP and MAP-A
Form F	Add paragraph at top of page to describe accommodations/modifications in new MAP testing Delete the "All Areas" column	Update to reflect Form D for accommodations / modifications Requires IEP team to make specific curricular decisions
IEP form: 4. Reporting Progress 5. Services Summary	Remove "annually" as a choice Re-order bi-quarterly to first item in list Add Trimester as a choice Remove the formula for determining % of time in gen ed Add check boxes for regular ed, special ed, and home/hospital in the Location column Replace "N/A" with "None"	Match more typical LEA choices Makes the list go from shortest to longest timeframes Adds a frequently found option is LEAs Not required for compliance. Clarify choice for LEAs to assist with compliance Clarifies IEP team did consider these services and supports
First Steps Referral to ECSE Documentation Form	NEW form	Assists LEAs with timelines, determining if IEP must be in place by 3 rd birthday
Written Description of Speech Implementer Model	NEW form	Assist LEAs to meet compliance requirement
Initial Evaluation Flow Chart - Parent	Add wording to clarify First Steps is parent referral/ other referral must have parent approval to accept referral	Make consistent with current guidance and Standards & Indicators Manual

Initial Evaluation Flow Chart - Agency	<p>Add blurb highlighted in yellow to clarify that PAT is an agency referral</p> <p>Add “and to conduct a review of existing data”</p>	<p>Make consistent with current guidance and Standards & Indicators Manual</p> <p>Emphasis for compliance requirement</p>
Reevaluation Flow Chart	<p>Remove box for additional data needed – no consent required.</p> <p>Add box for parent provided consent / parent does not respond to NOA</p> <p>Clarify timeline for two attempts before proceeding with reevaluation</p>	<p>Make consistent with current guidance and Standards & Indicators Manual</p>
Authorization to Invite Outside Agency to the IEP Meeting	<p>Add “Note a separate Authorization must be REQUIRED for each IEP meeting held.”</p>	<p>Assist LEAs to meet compliance requirement</p>
RED Page 1	<p>Reformatted</p> <p>Added a place to document the date the RED decision was finalized on the front page</p>	<p>Easier to read and use</p> <p>Request by the field to make more user friendly</p>
RED : Page 5	<p>Remove references to evaluation conducted in means not requiring consent and replace with new language</p>	<p>Update for initial evaluations ALWAYS requiring consent even if no additional data is collected to reflect Standards & Indicators and DESE guidance</p>
RED : Page 6	<p>Add a place for the LEA to include phone contact information for the LEA</p>	<p>Make it easier for parents to know who to contact in case of questions</p>
Evaluation Report	<p>NEW form</p>	<p>Assist LEAs to meet compliance requirements</p>
In-State Transfer Form Page 1	<p>Add statement about first day of school attendance or first day of school if beginning of school year</p>	<p>Clarification</p>
In-State Transfer Form Page 7	<p>Clarify language on interview form</p>	<p>Clarification</p>

Updated July 14, 2014

Out-of-State Transfer Form: Page 1	Add statement about first day of school attendance or first day of school if beginning of school year	Clarification
Out-of-State Transfer Form: Page 2	Re-worded the section on reason to suspect a disability in subsection 2a Added prior written notice step in the process in subsection 2a	Clarification of 300.323(f) requirements Clarification
Out-of-State Transfer Form: Page 3	Re-worded the section on reason to suspect a disability in subsection Added prior written notice step in the process in subsection 3b	Clarification of 300.323(f) requirements Clarification
Out-of-State Transfer Form: Page 4	Added prior written notice step in the process in subsection 4a and subsection 4b	Clarification
Out-of-State Transfer Form: Page 5	Added place to document IEP meeting date and prior written notice step in the process in subsection 5a	Clarification
Out-of-State Transfer Form: Page 7	Clarify language on interview form	Clarification
Notice of Action	Added "page of" in footer Clarify areas requiring consent and those not requiring consent	Recommendation from SEAP Clarification
Discipline Documentation Form: Page 4	Removed Steps 1-3 Reformatted Added / reformatted section for placement decisions Re-worded prior written notice statement	Clarification
Discipline Documentation Form: Page 5	Add Note 1 re: 45 day interim alternative education setting is an LEA decision and not affected by the manifestation determination	Clarification
Model Student Invitation for IEP Meeting	New form	Assists LEAs in meeting compliance requirements

Notification of Meeting	Update to include reminder of need for ROI for other persons invited by parent or LEA to the IEP meeting	Match updated DESE guidance and Standards & Indicators Manual
Request for Consideration for Initial Special Education Evaluation	Added footer with "page of" Reformatted and Reworded sections for Making and Receiving Request	Clarification Clarification and align to actual process that happens in LEAs to assist with compliance