

ETR/IEP CHECKLIST

**INITIAL PLACEMENT
TRANSFER PLACEMENT
3 YEAR RE-EVAL
ANNUAL REVIEW
EXIT EVAL**

- REVIEW FORM AND MIS DATA SHEET
 - Dates are filled in
 - Services and provider are filled in
- NOTICE OF STAFFING
 - Parent Signature
 - Parent Initialed for 10 day notice waived
 - Student 14+ years old invited
- STAFFING TEAM REPORT
 - Required signatures
- NOTICE OF EVALUATION & REQUEST FOR CONSENT
 - All sections completed
 - Parent dated & signed, fully informed of rights
 - Consent page is signed and dated
- SPECIAL ED ACTION
 - All sections completed
 - Parent dated & signed, fully informed of rights
 - Consent page is signed and dated
- ETR/IEP - STUDENT DATA
 - Student's legal name
 - Student's preferred name
 - Student's Social Security Number
 - Student's Date of Birth
 - Ethnic, Gender and Language are filled out
 - Neighborhood and Attending school are filled out
 - Teacher of Record is filled out
 - Parent(s) Name and Address are filled out
- LEVELS OF PERFORMANCE**
 - All Yes/No/NA questions are answered for current year
 - Statements of current level of performance are present
 - Vision/Hearing
 - Health/Motor - If Health Care Plan is checked, is it attached?
 - Social/Emotional
 - Cognitive/General Intelligence
 - Communication
 - Education
 - Transition - If student is 13 years or older
 - Transition - Projected Course of Study
- SIGNATURES REQUIRED**
 - Parent(s) or Student if 18 years of age or older
 - Principal
 - Teacher of Record
 - General Education Teacher
- COMPLETED GOAL PAGE(S)
 - If behavior plan/goal, used Learning New Behaviors form
 - There must be a numeric statement in "Can Now" section
- UPDATED GOAL PAGE(S) if exit eval

ADDITIONAL FORMS NEEDED FOR:

INITIAL PLACEMENT

- PREASSESSMENT/INTERVENTIONS
 - Signed by Principal
 - NOTICE OF FORMAL EVALUATION (Routing Notice)
 - MEDICAID FORM
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TRANSFER PLACEMENT

- TRANSFER IN PAPERWORK
 - COPY OF 30-DAY IEP (If one was used)
 - MEDICAID FORM
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FORMS NEEDED FOR EXITS

Dropouts & Withdrawals

- MIS Form
- NOTICE OF STAFFING
- STAFFING TEAM REPORT
- SPECIAL ED ACTION
- UPDATED GOAL PAGE(S)

Left State or Transferred in State

- STAFFING TEAM REPORT
 - Teacher & Principal Signature
 - State where student went & date of exit (which is the day after their last service)
 - UPDATED GOAL PAGE(S)
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Forms needed when

CHANGES MADE TO THE ETR/IEP

- REVIEW FORM AND MIS DATA SHEET
 - Dates are filled in
 - Services and provider are filled in
- NOTICE OF STAFFING
 - Parent Signature
 - Student 14+ years old invited
- STAFFING TEAM REPORT
 - Required signatures
- SPECIAL ED ACTION
 - All sections completed
 - Parent dated & signed, fully informed of rights
 - Consent page is signed and dated
- PAGES OF THE ETR/IEP W/ THE CHANGES ON IT (most generally the support page)

◆ **Please send paperwork to the Central Office in a timely manner.**

◆ **Psychs,
When you receive the original ETR/IEP paperwork back from the Central Office, please forward it on to the teachers of record so that they can add additional information to the original ETR/IEP.**