**Jamestown Special Education**

Form sequence checklist

Kindergarten through Transition

FOR CASE-MANAGER USE ONLY

* Childcount Form
* Form Sequence Checklist (Return to office with paperwork)
* Meeting Attendance Form
* Notice of Meeting (10 days prior to IEP/other meeting)
* Student Profile (**NEVER CLICK THE ‘Parent and school have determined re-evaluation is not necessary’ BOX**)
* Assessment Plan
* Consent for Evaluation (Signature Required)
* Prior Written Notice of Special Education Action

Can be on separate Prior Written Notices or combined on a single Prior Written Notice

* Integrated Written Assessment Report (Signatures Required)
* Prior Written Notice of Special Education Action
* Consent for Initial Placement in Special Education Services (Initial IEP)
* IEP (Initial, Annual or Revised)
* Prior Written Notice of Special Education Action
* Medicaid Consent Form with Parent Signature if Eligible (required one time only)
* Exit Form (if applicable)
* For office purposes, please √ box if Student Did Not Qualify

Revocation (Both Forms Require Signatures):

* Revocation of Consent for Special Education and Related Services
* Prior Written Notice – Revocation of Consent

Other (only if applicable):

* Behavior Intervention Plan
* Excusal of Required Team Members
* Prior Written Notice of Special Education Action/Revocation of Consent
* Release of Information (our unit form NOT the Tienet form)

For Indicator 13 (Transition) Purposes Only:

* Transfer of Rights
* Request to Invite Outside Agencies (Annually, if applicable)
* Summary of Performance (if applicable)
* Prior Written Notice of Special Education Action/Graduation
* Exit Form