

DUE PROCESS AUDIT – Manifestation Determination Review

July 1, 2010

Psychologist _____

Child _____

	YES	NO	NA
“Manifestation Determination Review”	_____	_____	
Did an LEA representative and a school psychologist participate in the review?	_____	_____	
Do the signatures on the MDR form match the positions listed in section #4?	_____	_____	
Form letter from school to parent notifying them of decision to remove child	_____	_____	
Is there documentation that the parent was given the “Procedural Safeguards Notice” on the date the decision was made to remove the child?	_____	_____	
Did the MDR occur within 10 school days of the date on which the decision was made to remove the child?	_____	_____	
“Suspension and Expulsion Form for Discipline Hearings and Appeals”	_____	_____	
Discipline log	_____	_____	
Copies of any written teacher observations	_____	_____	_____
Prior written notice <i>(if the parent disagreed with a not related decision)</i>	_____	_____	_____
Copies of any written records submitted by the parent	_____	_____	_____
Functional behavior assessment	_____	_____	_____
“Placement History” form completed Action - “MDR - (Related or Not Related)”	_____	_____	
Are all blanks on all forms completed?	_____	_____	
Was the parent given a copy of the MDR form?	_____	_____	
Was a BIP written, reviewed, or revised following the MDR?	_____	_____	