

DUE PROCESS AUDIT – Transfer, Reevaluation

November 4, 2010

Psychologist _____

Child _____

	YES	NO	NA
Current IEP from sending district	___	___	
Other records from sending district <i>(If not available at evaluation planning, records should be obtained as part of the evaluation.)</i>	___	___	___
IEP "Notification of Meeting" Circle one: walk around OR with IEP	___	___	___
"Notification of Meeting - Parent and Student Response" Circle one: walk around OR with IEP	___	___	___
Is there documentation that the "Procedural Safeguards Notice" was sent with the letter of invitation to the evaluation planning meeting?	___	___	
"Evaluation Plan and Prior Written Notice of Evaluation/Reevaluation"	___	___	
Was the reeval review/evaluation planning conducted in a timely manner relative to the child's enrollment date?	___	___	___
Did an LEA representative, special education teacher, regular education teacher, and school psychologist participate in the evaluation planning meeting? <i>(regular ed. may be NA for preschool)</i>	___	___	___
If the child is receiving vision, hearing, or speech services, did that provider participate in the review?	___	___	___
Do the signatures on the evaluation plan match the letter of invitation?	___	___	
As part of evaluation planning, did the team review the following information: current IEP; evaluations and information provided by the parents; current classroom-based, local, or state assessments; classroom-based observations; and observations by teachers and related service providers?	___	___	
Was the parent given a copy of the evaluation plan?	___	___	
"Consent for Evaluation" <i>(can only be NA if two attempts using two methods are documented AND the student transferred in from within state)</i>	___	___	___
"Justification for Noncompliance with Evaluation and Eligibility..."	___	___	___
IEP "Notification of Meeting" with IEP	___	___	___
"Notification of Meeting - Parent and Student Response" with IEP	___	___	___

“Evaluation Report and Documentation of Eligibility Determination”	_____	_____
Was the evaluation completed by the date determined by the team and documented in the evaluation plan?	_____	_____
If the child is from out of state, was the evaluation completed within 60 days of receipt of parental consent to evaluate?	_____	_____
If a new disability was identified, were all required evaluation components obtained and documented in the evaluation report?	_____	_____
Is all the information that is documented in sections II and VII of the evaluation plan documented in the evaluation/eligibility report?	_____	_____
Do the signatures on the eligibility report match the letter of invitation?	_____	_____
Did an LEA representative, special education teacher, regular education teacher, and school psychologist participate in the eligibility meeting? <i>(regular ed. may be NA for preschool)</i>	_____	_____
If the child is receiving vision, hearing, or speech services, did that provider participate in the eligibility determination?	_____	_____
Was the parent given a copy of the draft evaluation/eligibility report?	_____	_____
Was the parent given a copy of the final evaluation/eligibility report within 10 days of the meeting?	_____	_____
“Prior written notice” <i>(if parent disagreed with eligibility or IEP)</i>	_____	_____
If the parent disagreed with the decision, does the prior written notice contain the minimum requirements as identified in departmental procedures?	_____	_____
“Communication Log” documenting attempts to obtain consent, schedule meetings, schedule testing, conduct testing, etc.	_____	_____
If an evaluation timeline was violated, is there thorough documentation in the file to support that the school district was not at fault?	_____	_____
“Notice of Withdrawal of Student During Evaluation Process”	_____	_____
“Placement History” completed except for date	_____	_____
Examples of Actions:		
“Transfer In / Reevaluation - Continue LD”		
“Transfer In / Reevaluation - Dismiss”		
“Transfer In / Reevaluation - Dismiss / Initiate 504”		
“Transfer In / Reevaluation - Discontinue SLI, Add LD”		
“Transfer In / Reevaluation - Continue LD, Add ED”		
“Transfer In / Reevaluation - Moved to (District) during evaluation process, Withdrew (Date)”		
Are all blanks on all forms completed?	_____	_____