

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

DECEMBER 22, 2011

TO: SPECIAL EDUCATION AND RELATED SERVICES
ADMINISTRATORS, STAFF AND TEACHERS

FROM: CINDY ANDERSON, EXECUTIVE DIRECTOR
SPECIAL EDUCATION

SUBJECT: USING TIENET FORMS FOR MANIFESTATION
DETERMINATIONS



This memo is intended to assist teams who are using TieNet forms for the first time to prepare for a manifestation determination meeting when the student has had past manifestation determination meetings (documented in the old IEP program).

General Reminders:

For initial manifestation determinations, teams will continue to contact Special Education for assistance in preparing the initial manifestation. Please direct inquiries to 742-4272.

For the purpose of any manifestation, it is only requested that the team review documents, discipline information or other relevant information dated within the 3 academic years prior to the date of the incident.

Steps to Complete New Manifestation Form

1. Teams will access the most recent manifestation from the old IEP program. This document will be available with Read-Only access, however, the team can "cut and paste" all sections and toggle between the two programs to quickly bring forward the prior information.
2. The following step addresses sections of the prior form. It is important to note that there is not a 1:1 correspondence between sections of the two forms. In the section entitled "consider and document any relevant information" of the new Manifestation Determination form, include the information from the following sections of the last completed manifestation determination form in the old IEP program:

- Any evaluation and diagnostic results
- Student IEP and placement
- Cumulative file records
- Discipline file records
- Observations
- Relevant parent information

3. Additional notable items about the new Manifestation Form include:

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- a. The section entitled "Incidents which resulted in disciplinary action" will autofill from Zangle, but will only include incidents in the last 30 days.
- b. The section entitled "Comments" is intended to include information regarding the student's conduct that led to the disciplinary action – a description of what administration believes to have occurred prior to the incident(s) in question.
- c. In the section entitled "FBA and BIP" is a notation that these documents must be attached. The documents can only be attached to this document by the Special Education Records department. Please bring the current FBA and BIP to the manifestation meeting for the team's review and the Records personnel will attach the documents when finalizing the manifestation paperwork post meeting.
- d. The section entitled "Discussion Notes" is intended for use by the team to document the team discussion, deliberations and the rationale for the final determination. It is critical that all discussion notes objectively capture the discussion by the team and do not merely state the conclusion of the team.