

Multi-Use Forms

The forms on this page are used throughout the IEP program for multiple purposes.

THE INVITATION FORM

1. When you bring up the invitation page, you will see three choices on the top:

- *New Invitation* - select this button when you first start an invitation. Today's date will appear in the box directly below the button. If you need to go back to that invitation, simply click on the date.
- *Duplicate Invitation* - if you need to change little information from an invitation you have already sent, click on the date of the one you wish to replicate, then on the "Duplicate Invitation" button.
- *This section is new - Delete Invitation* - Use if you accidentally start two invitations for the same meeting.

The screenshot shows the top of the invitation form. At the top, there are three buttons: "New Invitation" (highlighted in blue), "Duplicate Invitation" (in teal), and "Delete Invitation" (in red). Below these buttons is a date selector showing "Apr 4, 2006". The main form area contains several fields: "Parent", "2nd Parent", "Both", and "Student" (all in blue boxes); "Date of Invitation" (in red) with a "Today" button (in teal); "To: Robert Deloach and Lynn Deloach"; and "If contact is made by telephone:" (in red) with "Date" (in red) and "Today" (in teal) buttons, and a text box containing "4/4/2006".

2. Click on the button for the parent(s) or student to automatically address the invitation.

This screenshot is identical to the previous one, but the "Parent" button is now highlighted in blue, indicating it has been selected.

3. To enter today's date, click on the green "Today" buttons. Otherwise type the correct date in the text boxes.

4. The bottom portion of this page simply involves clicking on the correct checkbox or typing in the names and roles of those invited.

5. If you would like the primary teacher's name, title, and phone number to appear as the contact, click on the green "Enter Primary Teacher" button.

Purpose of Meeting

IEP Development/Review
 Evaluation Planning
 Eligibility Determination
 Secondary Transition Planning
 Consider ESY

Functional Behavior Assessment
 Develop/Review Behavior Intervention
 Plan
 Manifestation Determination
 Other

The meeting has been scheduled for: **The Notice of Procedural Safeguards is attached.**

Date Sat, May 20, 2006 **Time** 8:30 am **at the following location** Alpenglow conference room

If you are unable to attend this meeting please contact:

Primary Teacher

Name Susan Pearce
Title SpEd Teacher
Phone 742-3300

Those Also Invited will be split into two columns when printed.

Those also invited to attend the meeting include (name, role):

[Split](#) Amy Young, Special Education Teacher
Lorraine Gerrard, General Education Teacher
Keith Webster, Physical Therapist

6. Don't forget to mark the "Notice of Procedural Safeguards" box and to send it with the invitation.

THE PRIOR WRITTEN NOTICE

The top portion of this form works in the same manner as the Invitation Form:

- Click on "New Prior Written Notice" to begin a new form.
- You may view previous PWNs by clicking on the date they were written in the list below the "New Prior Written Notice" button.
- You may then duplicate the form, if needed, by selecting the "Duplicate Prior Written Notice" button.
- Likewise, you may delete the form using the third button, if it was started in error.

Use the green "Today" button to put today's date on the form. Otherwise, type in the date if the form won't be completed right away.

New Prior Written Notice **Duplicate Prior Written Notice** **Delete Prior Written Notice**

Date **Today**

Apr 4, 2006 Tue, Apr 4, 2006

The purpose of this letter is to notify you of the district's proposal to make a change, or the refusal to make a change, in your student's educational program. The details of the proposed action are indicated below.

The bottom portion of this form consists of all text boxes. The double green arrows signify that these boxes will expand as you type and print.

Description of the proposed or refused action

Reason for proposed action

Description of evaluation procedure, test, record or report used in deciding to propose or refuse action

Description of other options considered, in any, and reason for rejecting them

Other factors that are relevant to the proposal or refusal

Primary Teacher	Name of district personnel	Title	Phone
<input type="checkbox"/>	Susan Pearce	SpEd Teacher	

THE MEETING ATTENDANCE FORM

The top portion of this form functions as several others within this program:

- Selecting the "New Meeting Attendance" button will start a new form and enter today's date in the list directly below the button.
- Clicking on a date in that list will bring previous attendance forms to the front to duplicate or delete (if two were accidentally started for the same meeting).
- "Today" buttons will fill in the current date. Alternately, you can type in the desired date.
- Clicking a blue button will auto-fill the correct addressee.

Type the team member names in the lower box and select the appropriate radio button regarding their attendance.

New Meeting Attendance Duplicate Meeting Attendance Delete Meeting Attendance

Apr 4, 2006

Suggested Date of Special Education Meeting: Tue, Apr 4, 2006

Name Title Primary Teacher
Form Completed By: Susan Pearce SpEd Teacher

Parent 2nd Parent Both Student Review Date of This Form Today
Name of Parent: Robert Deloach Tue, Apr 4, 2006

Please note that this review can be completed via the telephone prior to sending the meeting invitation. Oral consent provided during the telephone conversation must be confirmed by the parent signing this form prior to the IEP meeting.

Name of IEP Team Member or Group	Will Be In Attendance	Attendance Excused	Attendance Waived
Lorraine Gerrard	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Amy Young	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

THE EXIT FORM

The top portion of this form works similarly to several others:

- Select the blue button to autofill names and contact information.
- Click on the "Today" button to enter today's date or type in your own.
- Type in the date of exit.
- If started in error, use the "Delete Exit Form" button to clear this page.

Parent	2nd Parent	Both		Student	Delete Exit Form	Current Date	Today
Robert Deloach							
38 Blueberry Court			Home - 475-9584				
Anchorage, AK 99508			Work - 574-7690				
					Date of Exit		

The middle portion of this form is controlled by the tabs shown in the following two figures.

- Select the one that meets your needs and click on the radio buttons to designate the correct option(s).

Reason for Exit STUDENT ceases to be eligible for special education services if:

- Student is no longer eligible for special education services based on a variety of assessments as documented in the Evaluation Summary and Eligibility Report.
- Student graduated with a regular diploma.
- Student reached age 22. (If the student reaches his or her 22nd birthday during the school year, the student is entitled to continue through the school year.)
- Student is deceased.

Reason for Exit Student continues to be eligible for special education services if:

- Student received a certificate
- Student moved from the district. (Student cumulative file and special education records must be forwarded to receiving district.)
 - Known to be continuing in a special education program.
 - Not known to be continuing in a special education program.
- Student dropped out of school
 - Parent and student have been informed in writing that the student may continue to receive special education services if he or she re-enrolls before reaching age 22.

Type into the text boxes at the bottom of the "Reason for Exit" page to complete it. These boxes expand.

* Provide a summary of student's academic achievement and functional performance including recommendations on how to assist the student in meeting post-secondary goals.

Summary of academic achievement and functional performance:

Recommendations on assisting the student in meeting post-secondary goals: