

Supporting Special Education Directors

NAVIGATING THE STORM

PRESENTERS RENEE MCNEIL, ATTALA COUNTY SCHOOL DISTRICT
ROBIN HURST, MARION COUNTY SCHOOL DISTRICT

It's the beginning of the school year, What do I do?

- ▶ Special Director

- ▶ Support Sped Teachers by doing training on procedures related to Child Find, Initial Evaluations, Reevaluations, IEPs, LRE, ESY, Transition Services, etc.
- ▶ Allow Teachers to have their upcoming student rosters prior to beginning of school so they can read IEPs, set up progress monitoring, create lessons for IEP goals, print student accommodations/modifications to give to general ed. Teachers, etc.

It's the beginning of the year, what do I do?

► Teachers

- Once you have your student rosters, read each student's IEP.
- Prepare to collect baseline on annual goals.
- Set up a plan for progress monitoring of annual goals
- Create short lessons to support annual goals.
- Print student accommodations/modifications for general ed. Teachers.
- Prepare to explain student's disabilities to general ed. Teachers.
- Create a schedule of services for your students.

How do I juggle student instruction with Sped paperwork responsibilities?



Organization

Binder system
Clip board system



Calendar of events

Dates for IEPs and reevaluations
Child Find Dates, MET dates, etc.
Progress monitoring scheduled dates

- ▶ Schedules
 - ▶ Student Schedules
 - ▶ Sped Teacher Schedule
 - ▶ Related Service Providers Schedules
- ▶ Preparation
 - ▶ Goal: 2 weeks minimum in advance
 - ▶ Intervention and Progress Monitoring
- ▶ Documentation

Organization system

▶ Binder system

- ▶ Student goals, service times, accommodations/modifications
- ▶ Student Baseline and Progress monitoring for each annual goal
- ▶ Documentation of services
- ▶ Documentation of Collaboration with general ed. Teachers
- ▶ Documentation of Parent Contact

▶ Preparation

- ▶ Make paperwork packets in advance for your upcoming reevaluations and IEPs
- ▶ Schedule meetings well in advance in case meeting has to be rescheduled.
- ▶ Have a system for progress monitoring in place when you collect baseline for annual goals. You need to do progress monitoring by same means as you collect baseline.

Timelines to Remember

- ▶ MET must hold meeting within 14 days of any Child Find Request; therefore, you need to send a Notice of Committee Meeting home to parents as quickly as you receive Child Find Request. You must give parents 7 days notice prior to the Meeting. If Notice is sent on day Child Find request is made, you have time to reschedule the MET meeting if needed to include the parent.
- ▶ Once MET agrees to test, Consent to evaluate must be given by parent. This starts the 60 day timeline to evaluate.
- ▶ Once MET meets for eligibility, the team has 30 days to get an initial IEP in place.
- ▶ Parent signature is required on initial IEP.

Notice of Committee Meeting and Prior written notice

- ▶ Notice of Committee Meeting sent 7 days in advance of any meeting. Parent can agree to sign a 7day waiver and hold the meeting earlier.
- ▶ Prior Written Notice should be sent home with parent within 7 days of every meeting.

Referral to Placement

Referral To Placement Process													
Important Timelines													
14 DAYS			60 DAYS									30 DAYS	
Referral Date	PARENT CONTACT	MET	MET DECISION	Start Date	Summary Rep. Date	Eligibility Date	60 DAYS	Elig. Mtg. Date	InEL	EL	Eligibility	IEP Due Date	IEP Completion Date
9/22/2020	9/28/2020	10/2/2020	TEST	consent10/6/20	11/16/2020	11/20/2020	12/5/2020	11/20/20		X	OHI-ADD	12/19/2020	11/20/2020
9/21/2020	9/24/2020	9/30/2020	TEST	9/30/2020	10/29/2020	11/9/2020	11/29/2020	11/9/20		X	L/S, A	12/8/2020	11/9/2020
9/28/2020	9/29/2020	10/9/2020	TEST	consent10/14/20	10/29/2020	11/6/2020	12/13/2020	11/6/20		X	L/S, A	12/5/2020	11/6/2020
9/28/2020	9/29/2020	10/9/2020	TEST	10/9/2020	10/29/2020	11/6/2020	12/8/2020	11/6/20		X	L/S, A	12/5/2020	11/6/2020
12/4/2020	12/7/2020	12/11/2020	TEST	consent1/5/21	1/27/2021	2/5/2021	3/4/2021	2/5/21		X	L/S, A	3/4/2021	2/26/2021

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2020-2021 REFERRAL TO PLACEMENT														
STATUS	NAME	R	G	GR	SCH	Referral Date	PARENT CONTACT	MET	MET DECISION	Start Date	Summary Rep. Date	Eligibility Date	60 DAYS	In/Out-Sch
ELIGIBLE		W	F	K	WMP	10/19/2020	10/26/2020	10/30/2020	TEST	CONSENT12/3/20	1/12/2021	1/22/2021	2/2/2021	IN
ELIG-PR		W	M	8	WMHS	9/22/2020	9/28/2020	10/2/2020	TEST	consent10/6/20	11/16/2020	11/20/2020	12/5/2020	IN
ELIGIBLE		AA	F	PK	EME	9/21/2020	9/24/2020	9/30/2020	TEST	9/30/2020	10/29/2020	11/9/2020	11/29/2020	IN
ELIGIBLE		W	M	PK	WMP	9/28/2020	9/29/2020	10/9/2020	TEST	consent10/14/20	10/29/2020	11/6/2020	12/13/2020	IN
ELIGIBLE		W	M	PK	EME	10/13/2020	10/16/2020	10/20/2020	TEST	const10/27/20	12/14/2020	12/16/2020	12/26/2020	IN
ELIGIBLE		W	M	PK	WMP	9/28/2020	9/29/2020	10/9/2020	TEST	10/9/2020	10/29/2020	11/6/2020	12/8/2020	IN
ELIGIBLE		W	F	K	EME	12/4/2020	12/7/2020	12/11/2020	TEST	consent1/5/21	1/27/2021	2/5/2021	3/4/2021	IN
ELIGIBLE		W	F	PK	WMP	9/18/2020	9/21/2020	9/29/2020	TEST	consent10/11/20	11/2/2020	11/12/2020	12/10/2020	IN
ELIGIBLE		W	F	PK	EME	9/21/2020	9/24/2020	9/30/2020	TEST	9/30/2020	10/21/2020	11/4/2020	11/29/2020	IN
NO SHOW		W	M	1	EME	10/7/2020	10/9/2020	10/13/2020	TEST					
ELIGIBLE		W	M	K	WMP	9/11/2020	9/17/2020	9/22/2020	TEST	consent9/24/20	10/21/2020	10/29/2020	11/23/2020	IN
TEST		AA	M	4	EME	1/20/2021	1/22/2021	1/29/2021	TEST	CONSENT2/8/21			4/7/2021	IN
ELIGIBLE		AA	M	1	EME	9/18/2020	9/21/2020	9/25/2020	TEST	9/25/2020	10/19/2020	10/28/2020	11/24/2020	IN
NO SHOW		AA	F	K	EME	11/30/2020	11/30/2020	12/4/2020	TEST					
ELIGIBLE		W	F	PK	WMP	9/28/2020	9/29/2020	10/8/2020	TEST	consent10/12/20	11/2/2020	11/13/2020	12/11/2020	IN
ELIGIBLE		W	M	PK	EME	9/21/2020	9/24/2020	9/30/2020	TEST	9/30/2020	10/21/2020	11/4/2020	11/29/2020	IN
ELIG-OOS		AA	F	7	EMHS	10/2/2020	10/2/2020	10/14/2020	TEST	consent10/15/20	11/2/2020	11/11/2020	12/14/2020	IN
ELIGIBLE		W	M	PK	WMP	9/28/2020	9/29/2020	10/8/2020	TEST	consent10/12/20	11/2/2020	11/13/2020	12/11/2020	IN
ELIGIBLE		W	F	1	WMP	9/11/2020	9/17/2020	9/22/2020	TEST	consent9/24/20	10/21/2020	10/29/2020	11/23/2020	IN
ELIGIBLE		W	M	K	WMP	9/11/2020	9/17/2020	9/22/2020	TEST	consent9/30/20	10/21/2020	10/29/2020	11/29/2020	IN
ELIGIBLE		W	M	1	WMP	11/30/2020	12/2/2020	12/8/2020	TEST	CONSENT12/9/20	1/15/2021	1/22/2021	2/8/2021	IN
ELIG-PR-PS		W	F	PS	PS	12/2/2020	12/2/2020	12/11/2020	TEST	CONSENT12/16/20	1/29/2021	2/10/2021	2/15/2021	OUT
TEST		W	M	1	WMP	1/25/2021	1/25/2021	1/28/2021	TEST	CONSENT12/1/21			4/1/2021	IN
TEST		W	F	3	WMP	1/15/2021	1/19/2021	1/22/2021	TEST	CONSENT 1/25/21			3/24/2021	IN
ELIGIBLE		W	M	PK	EME	9/21/2020	9/24/2020	9/30/2020	TEST	consent10/2/2020	10/21/2020	11/4/2020	12/1/2020	IN
ELIGIBLE		AA	M	1	EME	10/1/2020	10/5/2020	10/13/2020	TEST	CONSENT12/14/20	1/27/2021	2/5/2021	2/13/2021	IN
ELIG- PR		AA	F	3	EME	9/3/2020	9/4/2020	9/8/2020	TEST	9/8/2020	10/23/2020	10/28/2020	11/7/2020	IN
NO CONSENT														
REPORTS READY														
TESTING IN PROGRESS														

Referral to Placement Timelines

Test	Elig. Mtg. Date	InEL	EL	Eligibility	IEP Due Date	IEP Completion Date
CELF-5, GFTA-3	1/22/21		X	L/S, A	2/21/2021	1/22/2021
CELF-5, GFTA-3, ACTERS, WRIT, WJ-IV	11/20/20		X	OHI-ADD	12/19/2020	11/20/2020
PLS-5, GFTA-3	11/9/20		X	L/S, A	12/8/2020	11/9/2020
GFTA-3	11/6/20		X	L/S, A	12/5/2020	11/6/2020
DAY-C2, DP-3, GARS-3, GFTA-E	12/16/20		X	DD, L/S, A	1/15/2021	1/14/2021
GFTA-3	11/6/20		X	L/S, A	12/5/2020	11/6/2020
CELF-5, GFTA-3	2/5/21		X	L/S, A	3/4/2021	2/26/2021
TOLD-P:4, GFTA-3	11/12/2020		X	L/S, A	12/11/2020	11/12/2020
PLS-5, GFTA-3	11/4/2020		X	L/S, A	12/3/2020	11/4/2020
TOLD-P:4, GFTA-3	10/29/2020		X	L/S, A, LI	11/28/2020	10/29/2020
OWLS-II, CELF-5, GFTA-3, SSI-4	10/28/2020		X	L/S, A, LI, FL	11/27/2020	10/28/2020
GFTA-3	11/13/2020		X	L/S, A	12/12/2020	11/13/2020
PLS-5, GFTA-3	11/4/2020		X	L/S, A	12/3/2020	11/4/2020
OWLS-2, WJ-IV, WNV	11/11/2020		X	SLD, MPS, L/S, LI	12/10/2020	11/30/2020
GFTA-3	11/13/2020		X	L/S, A	12/12/2020	11/13/2020
CELF-5, GFTA-3	10/29/2020		X	L/S, A	11/28/2020	10/29/2020
GFTA-3	10/29/2020		X	L/S, A	11/28/2020	10/29/2020
SSI-4, GFTA-3, CELF-5	1/22/2021		X	L/S, A, FL	2/21/2021	1/22/2021
GFTA-3, VSRS	2/10/2021		X	L/S, A, V	3/9/2021	2/19/2021
PLS-5, GFTA-3	11/4/2020		X	L/S, A	12/3/2020	11/4/2020
CELF-5, OWLS-II	2/5/2021		X	L/S, LI	3/4/2021	2/26/2021
WJ-IV, OWLS-II, CONNECTIONS TESTS-SEE REPORT	10/28/2020		X	OHI, ADHD	11/27/2020	11/4/2020

Thank You for participating

ENJOY THE MISSISSIPPI CEC CONFERENCE
MARCH 5, 2021