

Pikes Peak BOCES
Director Designee Role and Responsibility List
Initial Eligibility Meeting

Prior to Meeting

- ✓ Make sure all team members have chance to discuss and plan what formal evaluations will be necessary to determine if the student is eligible for special education.
- ✓ The Consent for Evaluation should be completed based on the team input and then sent for parents for signature
- ✓ Once the signature is received, enter the “Outcome” to the Consent for Evaluation form is completed in Enrich
- ✓ Two weeks prior to scheduled meeting make sure that evaluations are on track to be completed and that results are entered in Evaluation Report
- ✓ Follow up with any service providers who have not completed necessary assessments
- ✓ Five days prior to scheduled meeting send home a draft Evaluation Report
- ✓ Prior to the meeting make sure the following paperwork is ready for the meeting
 - Parent Rights
 - Copy of Evaluation Report
 - Eligibility Determination Checklist and Sign In page
 - Consent for Initial Provision of Special Education Services
 - IEP sign in page (If the student may qualify and the team will be moving into an IEP after the Eligibility Determination).

During Meeting

- ✓ Explain purpose of meeting to parents and offer parent rights. Answer any questions related to parent rights.
- ✓ Have team members review evaluation results in parent friendly manner
- ✓ Facilitate team discussion around whether the data meets criteria for eligibility determination.
- ✓ If during the meeting the team answers No to the question is there enough information to make determination, then the outcome of the eligibility is

Does Not Qualify and the Entire Process begins again. You need to close out this eligibility determination and begin just as you were doing another initial eligibility.

- ✓ Ensure that all questions and criteria on the eligibility determination page are reviewed and the correct check boxes are completed.
- ✓ If the team cannot come to consensus decision regarding the Eligibility Determination, table the meeting and invite a special education administrator
- ✓ If the team comes to a consensus but any member would like to submit a dissenting opinion, be sure to have the dissenting opinion in writing and attach it to the determination paperwork.
- ✓ Ensure that all team members sign the Multidisciplinary Team Members page,
- ✓ For SLD only, team members will also have to indicate if they agree or disagree to the team decision.
- ✓ If the student qualifies, have the parent sign the Consent for Initial Services page.
- ✓ If the student does qualify explain to the parents that the team can move into the IEP at that time or can schedule a time within the next 30 days to complete the IEP.

After Meeting

- ✓ Enrich document is updated based on discussion during meeting. This include the Eligibility Determination checkboxes and make sure an Outcome is entered in Enrich.
- ✓ Evaluation Report is Validated and Finalized for administrative approval by psych/social worker.
- ✓ The following signed documents are sent to Samantha at Pikes Peak BOCES
Consent to Evaluate signed by parent
Eligibility Determination Team Members Sign In page
Consent for Initial Provision of Special Education Services
IEP sign in page (If the team moved into

IEP Annual Review or Initial Review

Before Meeting

- ✓ Notice of meeting has been sent to all necessary member of the team. For an Annual Review this includes:
 - **-Parent** (If they do not attend than the attempts to contact and schedule the meeting must be provided. Meetings must be scheduled at a mutually agreeable time between parent and school district. If three attempts to schedule a meeting have been made and parent continues to not show than move ahead with the meeting.)
 - **-General Education Team** (If the student participates in ANY general classes, than a general education teacher much be present for the entire meeting)
 - **-Special Education Provider**
 - **-Special Education Director/Designee** (Please see the list of individuals who can serve as a Director Designee)
 - **-An individual who can interpret the instructional implications of the evaluation results** (Special Education Teacher, SLP, School Psych)
 - **-Child with disability when appropriate**

- ✓ If any of the above cannot attend an Excusal form must be completed and parent must agree in writing to move ahead with meeting without the individual present.

- ✓ Ensuring a draft IEP is completed and given to parents at least 5 days prior to the meeting

- ✓ Finalize IEP prior to the IEP meeting to make sure all pieces are ready

- ✓ Have copy of parental rights and sign in page ready before the Meeting

During Meeting

- ✓ Ensure parental rights are provided to parents and any questions regarding those rights are answered

- ✓ Send around the sign in sheet and make sure all members sign in.

- ✓ Make sure that parents agree to add any participants who were not on the Notice of Meeting.

- ✓ Parents should be active participants in the meeting and make sure that any questions are answered.
- ✓ Any changes to the draft are documented in Enrich or on a hard copy so corrections can be made

After Meeting

- ✓ Enrich document is updated based on discussion during IEP meeting
- ✓ Validate and Finalize IEP and send to Psych or Social worker to Admin Approve
- ✓ Send the sign in page to Samantha at BOCES office once the IEP is Admin Approved. within 10 days of holding the meeting

Triennial/Revaluation Meeting

Prior to Meeting

- ✓ Make sure all team members have chance to discuss and plan what formal evaluations will be necessary to determine if the student continues to be eligible for special education. If there is no question the student still qualifies based on informal assessment, rate of progress on IEP goals, and record reviews, than check the No to the question "Are additional evaluation data needed?" If you are going to staff a student out, it is best practice to do formal assessments in the area of qualification prior to ending special education services.
- ✓ The Consent for Evaluation should be completed and sent to the parents no later than 60 days before the triennial review date.
- ✓ Once the signature is received, enter the "Outcome" to the Consent for Re-Evaluation form is completed in Enrich
- ✓ Two weeks prior to scheduled meeting make sure that evaluations are on track to be completed and that results are entered in Evaluation Report
- ✓ Follow up with any service providers who have not completed necessary assessments
- ✓ Five days prior to scheduled meeting send home a draft Evaluation Report
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