| Step | Initial Evaluation | Re-Evaluation | Annual IEP | Functional Behavioral Assessment | Manifestation Determination |
| --- | --- | --- | --- | --- | --- |
| 1 | Child Study Team Packet | SES 14 to notify that an eligibility is due 4-6 weeks in advance. | At least 10 days prior to the annual IEP meeting, contact parents to set up meeting.  | Send SES 14 to let parents know that you will be conducting an Functional Behavioral Assessment (FBA). If you can meet, this is best practice. | Once a student is approaching 10 suspended days, usually after about 5 days of suspension, an FBA must be completed.  |
| 2 | SES 14 to notify that an evaluation is being conducted \* | Set up a time to meet to complete SES 8 and 8a | SES 12 and 14 need to be sent for meeting, notice 1. | Send an SES 9 to be signed by parent to conduct the FBA | If student was suspended one time for 10 days, the FBA will need to be completed. Every time student is suspended, SES 18 should be completed by administrator for file. |
| 3 | Set up time to meet with parents to complete SES 8 and 8a | Upon completion of 8 and 8a, complete another SES 14 and have parent sign SES 9 if additional data is required. | About 5 days prior, send a second notice with SES 12 and 14.  | Complete required FBA paperwork. | Send an SES 12 and 14 for Manifestation Meeting at least 10 days in advance.  |
| 4 | Upon completion of 8 and 8a, parents need to sign the SES 9 | Complete relevant evaluations based upon criteria for eligibility (Psych, Nurse, you, etc.) | Hold IEP meeting \* | Send SES 12 and 14 that FBA is complete, and to conduct a meeting and discuss results. This will be an IEP meeting, potentially a revision. This should be sent at least 10 days in advance. | Send second notice or call at least 5 days in advance. |
| 5 | Complete relevant evaluations based upon criteria for eligibility (Psych, Nurse, you, etc.) | Send out SES 12 and 14 to let them know evaluations are complete and you wish to have an eligibility meeting. (Meeting needs to be within 45 school days of SES 9 being completed.) | Send, or hand, SES 14 to let them know you are implementing the IEP | Hold IEP meeting, completing all relevant parts of the IEP related to the FBA if it is a revision. IEP should include a Behavior Support Plan. (BSP) \* | FBA is used for the manifestation determination meeting (Old SES 18 a-f) Go through the information from the FBA and the BSP. |
| 6 | Send out SES 12 and 14 to let them know evaluations are complete and you wish to have an eligibility meeting. | Hold eligibility meeting with all required members \* |  | Send SES 14 to alert parents that IEP with Behavior Support Plan is being implemented. | As a team, complete the SES 18F \* |
| 7 | Hold eligibility meeting with all required members. At conclusion of meeting, parent needs to sign initial consent for special education form SES 10C. \* | Send, discuss, or hand SES 14 and SES 12 for IEP meeting. If at the same meeting, make sure you checked appropriate boxes in step 5. |  |  | Once determination is made, team determines next step.  |
| 8 | Send, discuss, or hand SES 14 and SES 12 for IEP meeting. If at the same meeting, make sure you checked appropriate boxes in step 6. | Hold IEP meeting\* |  |  | Send out or hand SES 14 to notify of actions made, and future actions.If is a manifestation, student may return to normal placement, or changed placement. If it is not a manifestation, student may have more repercussions.  |
| 9 | Hold IEP meeting\* | Send, or hand, SES 14 to let them know you are implementing the IEP |  |  |  |
| 10 | Send, or hand, SES 14 to let them know you are implementing the IEP |  |  |  |  |

SES 8 and 8a: Scope of Evaluation

SES 9: Parent Consent to Test

SES 12: Notice to Meet

SES 14: Parent Prior Written Notice

SES 18: Student Suspension Form

SES 18F: Manifestation Determination Summary Form

FBA forms have changed.

\* Hand out Parent Rights.