

GWAEA FLOW CHART FOR SPECIAL EDUCATION FORMS

FORM/ACTIVITY Printed Form Rqrd √ Form Required + Required if changed * Recommended, if needed	Initial Placement	Annual Review	Re-eval	Move In from Out of State	Transition from Early ACCESS to Special Education	Transition from Pre-K to K	More or Less Restrictive Settings	Add Goal, Goal Area or Support Service	Amend Existing IEP (with or without a meeting)	Manifestation Determination	Begin Career Connections or VITAL	Graduation /Senior Staff Out	Delete Goal or Goal Area	Delete Support Service	Begin 45-day Trial Reintegration	End 45-day Trial Reintegration Student Remains Eligible	Exit Special Education Services	
Intensive Instruction Plan (IIP)	√				√ IFSP required in place of IIP			*										
Disability Suspected Form	√				√													
Meeting Notice	√	√	√	√	√	√	*	*	*	√	√	√	*	*	√	√	√	
Agreement to Excuse Attendance at IEP Meeting	This form is used when required member(s) of the IEP team request to be excused from attending an IEP meeting. It should be sent to parents with the Meeting Notice. If topics to be discussed at the IEP meeting require input from the team member requesting excusal, then that input must be submitted in writing prior to the meeting.																	
Consent for/ Notice of Evaluation	√		√	√	√		*	*			*			*	*	√	√	
Educational Eval Report (EER)	√				√													
Educational Data Worksheet (EDW)	√				√													
Procedural Safeguards Manual	√	√		√	√	This must be given to parents once a school year, as well as at the initial referral, upon parent request for an evaluation, at the first filing of a complaint, at the time of a request for due process, and upon request.												
Consent for Initial Special Education and/or Related Services	√				√													
Re-evaluation (Page R, Six Questions)			√	√			*	*			*		*	*	*	√	√	
Services Matrix	√	*	√	√	√	*Complete only if an increase or decrease in services will change the weighted enrollment factor.												
Prior Written Notice of Proposed or Refused Action	√	+	+	√	√		√	√	√	*	√	√	√	√	√	√	√	
IEP Page A (Cover)	√	√	√	√	√	√	√	√	√		√	√	√	√	√	√	√	
IEP Page B (Present Levels, Ages 3-12 or Ages 13-21)	√	√	√	New Iowa IEP required within 60 days	√	+	√	√	+		*		√	√	√	√	*	
IEP Page D (Goals)	√	√	√	New Iowa IEP required within 60 days	√	√	+	√	+		+	√ Must update	√ Must update	√ Must update	√ Must update	√ Must update	√ Must update	
IEP Page F (Services)	√	√	√	New Iowa IEP required within 60 days	√	√	√	√	+		√		√	√	√	√ Must update	√ Must update	
IEP Page G (Services, LRE)	√	√	√	New Iowa IEP required within 60 days	√	+	√	+	+		√		+	+	√	√ Must update	*	
Final Exit Form												√					√	

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IEP Add'l Info	* This form is used whenever the IEP team wants to record additional information that does not fit on the IEP.																
Extended School Year Services (ESY)	These services are considered for all students at the IEP annual review meeting. Decision criteria are found in Chapter 7 of the Procedural Manual for Special Education on the GWAEA website. Considerations and decisions concerning ESY should be made at least 45 calendar days prior to the end of the school year.																
Functional Behavior Assessment (FBA)	* This form is recommended if the individual has behavior needs within the school environment. Before an IEP can be submitted, any FBA or BIP must pass the 'Finalize' test.									√							
Behavior Intervention Plan (BIP)	* This form is recommended if the individual has behavior needs within the school environment. Before an IEP can be submitted, any FBA or BIP must pass the 'Finalize' test.									√							
Manifestation Determination	Contact and involve the AEA Regional Administrator when a Manifestation Determination occurs. See above FBA and BIP requirements.									√							
EC Outcomes (ECO) Summary	√ This form is required for students ages 3-5 and must be completed at initial IEP meetings, annual review, re-evaluation, exit meetings, and upon transition from ECSE to kindergarten.																
Early Childhood Settings Code	√ This form is required for students ages 3-5 and is completed at each annual review and/or when a change in service settings occurs.																
Post Secondary Living, Learning, and Working Summary												√					
Justification for Special School Placement	√ This form is required when an IEP team makes a decision to place a student in a school where the majority of students are persons with disabilities.																
IHP	√ This documentation is required and is part of the student's educational health records, if the individual has health needs within the school environment.																
Medicaid Parent/Guardian Authorization Form	√ This form should be signed by the parent or guardian of a Medicaid eligible individual for whom the district or AEA files claims for services. This form must be signed at each annual review and if Medicaid-claimable services are changed (e.g., an IEP amendment increases speech-language time).																
Authorization for Exchange of Information	√ This form should be used for all information exchange purposes, with the exception of the UIHC below.																
Authorization for Release of Health/Education Information	√ This form should be used to obtain records from the University of Iowa Hospitals and Clinics, including the Child Health Specialty Clinics.																

