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**Due Process Quick Reference Guide**  
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| <b>Action</b>            | <b>Timeline</b>   | <b>Form(s) Needed</b>  | <b>Additional actions/steps</b>   |
|--------------------------|---|--|---|
| Permission to test       | Initial: Parents must sign before testing<br>Re-eval: 14 calendar days after the date of the Prior Written Notice (PWN)   | Notice of Educational Eval/Re-Eval Plan; PWN/Parent Consent/Objection  | Notify all evaluators of due date based on permission rec'd or 3 year date  |
| Testing and ER meeting   | Eval/Meeting - 30 school days from the date permission is received; Re-eval 30 school days from permission or 14 day rule whichever is first                            | Evaluation Report draft; Notice of a Team Meeting  | ER date=Meeting date; for Initial a team discussion prior to eligibility decision   |
| Notice of a Team Meeting | Best practice would be to send out 5+ days before meeting   | Notice of a Team Meeting; Agreement Regarding IEP Team Member Attendance (excusal form) if needed                            | Contact required team members for availability prior to scheduling. Confirm attendance of required members prior to meeting |
| IEP Planning             | Can be same meeting as ER or within 30 school days of initial disability determination  | IEP draft; Record of a Team Meeting; IEP Agenda; Parental Rights and Safeguards; ESY if needed; Transfer of Rights if needed | Located in SpEd Forms: Record of a Team Meeting; Parental Rights and Safeguard; ESY; Transfer of Rights                     |
| Parental Consent for IEP | Send with final version of IEP within 10 calendar days of mtg; Initial-parents must sign before program begins. Re-eval or Annual IEP-14 calendar days from date on PWN | Prior Written Notice/Parent Consent/Objection<br><br>SpEd Data Sheet   | SpEd Data Sheet should be given to the building MARSS person  |
| Changing the IEP         | Send final version of IEP to parents within 10 calendar days after meeting or phone   | Agree to Amend/Changed IEP pages; PWN/Parent   | If changes to IEP affect MARSS status give a new SpEd Data  |

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|  | call   | Consent/Objection; SpEd Data Sheet (if needed)   | Sheet to the building MARSS person  |
| Release of information for agencies (medical, mental health etc) | Good for up to 1 year  | Authorization for Release of Information   | Send copy to agencies that are listed and keep a copy in cum folder                               |
| Ending Student Special Education Services (ALL services)         | Send copy of forms to parents within 10 calendar days of meeting   | Did Not Qualify (DNQ) Eval Report PWN - no consent portion; SpEd Data Sheet  | SpEd Data Sheet should be given to the building MARSS person                                      |
| Graduating Seniors   | Spring of Graduating year  | Summary of Performance in SpEd Forms; SpEd Data Sheet  |   |
| Students Moving In   | See WCED Information Network "Process for New Students"  | See WCED Information Network "Process for New Students"  | If the previous IEP & ER are not available for transfer via SpEd forms, scan & upload to history. |
| Students Moving Out  | Send hard copies of IEP & ER as soon as possible. If new school is in MN, no release of information is needed. If out of state, release is needed. | Change student set up page on SpEd forms, leaving status as a 4 select "student moved" as status end reason; SpEd Data Sheet | SpEd Data Sheet should be given to the building MARSS person                                      |