West Central Education District
Serving Albany~Melrose~Paynesville~Sauk Centre

SpEd Forms ~ Finalize & File!

❏ **IMPORTANT!** <u>**Check the student's history before**</u> making changes on an ER or Service Plan (IEP, IFSP, ISP), to make sure the current one has been finalized. Miss this step and you will lose an electronic version of this IEP, and any Progress Reports you write may have the wrong IEP date attached.

❏ **Validate** and **Finalize** all Service Plans when completed. This is a two step process.

❏ **Agreement to Amend -** remember to finalize the Agreement to Amend, the prior written notice/consent form and the <u>Amended IEP</u>. These steps should be completed when a student moves in with an existing IEP that will be followed and when making a change that warrants amending the IEP.

❏ **Finalize ERs!**

❏ **MARSS** reporting is SO important, please make sure you use your district's process to keep your school/district MARSS person updated.

❏ **IMPORTANT! File paper copies of all documents generated during the current school year** in the SpEd portion of the cum folder including:
  ❏ IEP/IFSP/ISP
  ❏ PWN
  ❏ Permission to assess if assessed
  ❏ ER if assessed
  ❏ ER signature page if required
  ❏ Progress Reports
  ❏ Team Meeting Notices

Last Edit: 10.17.16 by Barb Fischer & Laurie Fevig