Special Education Quarterly

January 13, 2017

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# **Must Do’s**

**You Must:**

* …use IEP Writer now for your IEPs and Reevaluation Reports. This also includes Gifted.
* …submit your final hard copy original IEPs, RRs, GIEPS, etc. to your Instructional Advisor.
* …make sure you correctly date the IEPs, RRs, GIEPs in IEP Writer
* …continue to strengthen present educational levels (academic and functional)
* …make sure the name of the student, grade level of the student, and parent address of the student is in the demographic section of the Evaluation / Reevaluation Reports

\*\*You no longer need to complete Penn Data forms since you are using IEP Writer.\*\*

# **New Transition Survey**

New Transition Surveys – Middle and High School Staff Only

In September, new parent and student transition surveys were sent out to all middle and high school staff. These surveys were created as a result of our

training last year with Deb Evans from the CAIU, to ensure all the proper information is being included in the present levels. By now, these surveys should have replaced any old student/parent surveys and independent living assessments that were given in the past. If you have not begun using the new surveys, please begin using them from this point on and discard any old versions. The information gathered from the surveys should be reported in the present levels in narrative form, not in a chart taken directly from the surveys.

Parent Survey: The instructional / academic, communication, behavior and social skills information should be reported in the parent input section in the present levels. The vocational skills, disability awareness, post-secondary education, employment, and independent living should be placed in the transition present levels section.

Student Survey: All information should be placed in the transition present levels section.

# **IEP Revisions When a Student Meets a Goal**

When a student meets their IEP goal before their annual IEP is due, you must make an IEP revision to change the goal.  Don't wait until the next annual IEP!  Please follow these steps to make the revision:

1. Contact your IA about the revision.

2. Benchmark the student at the next level.  For example, if they met their 3rd grade reading goal, benchmark them at the 4th grade level to find a median score.  Be sure to check percentile ranks.  You may not need to bump up to the next grade level; you may just want to increase the score on the current grade level.  Remember the scores should typically fall between the 25th-75th percentile.

3. Contact the parent (phone, email, or letter) to let them know their child met the IEP goal and what new goal you are recommending.

4. Complete the IEP revisions.  Be sure to fill out the boxes on the cover page (what you communicated with parent, whom you communicated with on the team and what sections were revised).  The sections you should revise include present levels and goals.  In present levels, you need to add the progress on the goal to show that the student met it.  Also, add your new benchmarks to justify the new goal. Add the new goal in the goals section.

5. Print out the cover page and revised sections only.  Send a copy to the parent, a copy to ACE, and keep a copy for yourself.

If you have any questions, please contact your IA.

# **NOCTI Testing**

State and Local testing: NOCTI

Juniors/seniors attending Cumberland Perry Area Vocational Technical School and finishing their program are required to take the National Occupational Competency Testing Institute or NOCTI in April. Accommodations are allowed on this test and should be properly documented in the student’s IEP. Our current templates in IEPW and Word do not have a space dedicated to the NOCTI under State and Local testing. To ensure that your student receives the necessary accommodations please do the following:

\*Go to **Local Assessments** (which is the last section before measurable goals)

\*Check the third box “*Student will participate in local assessments with the following accommodations*”

\*Type in “**NOCTI:**” then write in the accommodations. Please make sure they match the testing accommodations listed in the SDI section of the IEP.

If you have questions, please see Jennifer Hoff or your Instructional Advisor.

# **Upcoming Events**

January 13th – Early Dismissal / Staff Development

January 16th – Staff Development

January 25th – Quarterly Training

(3pm for Secondary)

(4pm for Elementary)

# **Links**

<http://www.wssd.k12.pa.us/webpages/specialed/>

Password: sewssd

# **Quotes:**

[Education is the most powerful weapon which you can use to change the world.](http://www.brainyquote.com/quotes/quotes/n/nelsonmand157855.html) - [Nelson Mandela](http://www.brainyquote.com/quotes/authors/n/nelson_mandela.html)

If your actions inspire others to dream more, learn more, do more and become more, you are a leader. -John Quincy Adams



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