Special Education Quarterly

January 21st, 2013

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# **Must Do’s**

**You Must:**

* Notify related services providers of a meeting at least 4 weeks in advance of the scheduled meeting (S/L, OT, D/HH, VI, PT, Behavioral Specialist).
* Put the date on the invitation the day you received it.
* Communicate to your IA when a student moves in. There will be no more tracking forms.
* Not allow RR’s and / or IEP’s to go out of compliance.
* Send completed paperwork to the IA no later than 10 days after the meeting.
* Send RR’s to the school psychologist at least one week in advance of the meeting date.
* Use the term “Intellectually Disabled” rather than MR.

***There will be no more tracking forms.***

***Present levels should support the goals…***

# **Present Educational levels & Goals**

When you are writing goals for a student, there must be present educational levels supporting the need for the goal. The present educational levels should also reflect the student’s current level of functioning.

Also include progress monitoring charts and graphs, frequency, data, and / or other data that would support the need for a goal.

Goals rewritten for skill deficit area are to be measured and instructed on for the year, not semester only.

When you have not seen an improvement to a goal for progress monitoring for three consecutive data points, an intervention must occur. This should be noted in present levels as well.

If a student meets a goal, do a revision and add present levels to reflect the goal has been met. Then add a new goal.

Please communicate to your instructional advisor if you need assistance formulating your present levels.

# **IEP Tips**

\*Do you get discouraged with all of the paperwork? Try this: Document growth, type narratives, add charts, and / or type parent information right into the template of the IEP. Present levels will practically be written when the IEP is due.

\*Do you hate those blank pages that just appear in the IEP? Try this: Often times, if you go to “VIEW” and then go to “Outline” you will see the sections breaks that are making those blank pages. Just highlight and delete. Then change back to the print layout.

\*Do you ever feel as though special education uses a lot of paper? Try this: Make one copy of the documents for the parents. Then send the IEP to the school team members via email.

\*Do you ever feel as though you are out of your classroom for a lengthy period of time for an IEP meeting? Try this: send a draft copy of the IEP home to the parents the night before. At the meeting ask if there are any questions. If not, proceed with the rest of the IEP.

# **Upcoming Events**

January Quarterly Training SE / Gifted teachers is on January 30th (3pm-4pm for Secondary & 4pm-5pm for Elementary)

January Quarterly Training for Speech is on Jan 22nd from 3:30 pm-5:00pm

SE Mini Curriculum is on February 12th from 3:00pm-5:00pm

March Quarterly Training for SE / Gifted teachers is on March 12th (3pm-4pm for Secondary & 4pm-5pm for Elementary)

March Quarterly Training for Speech is on March 26th from 3:30 pm-5:00pm.

# **Links**

<http://pattan.net-website.s3.amazonaws.com/images/2012/04/23/TDR_3_3_UDL_3_12.pdf>

<http://pattan.net-website.s3.amazonaws.com/images/2011/11/03/TDR_Flexible_Group_0911.pdf>

# **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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