**Administrative Unit Decisions**

1. Procedural Safeguards: When?

Procedural Safeguards must be given to parents at least once per school year. Procedural Safeguards should be provided:

* + Initial permission to evaluate
	+ Due Process is requested
	+ Disciplinary change in placement
	+ Upon request

**AND** **once per school year**

Have parents sign that they have received a copy (IEP).

1. Evaluation Planning/Report: Who?

Initial and reevaluations should be dealt with and coordinated by school psychologist. Also any transfer students that need additional assessments for Colorado eligibility.

Annuals should be done and coordinated by the case manager (Special Education Teacher).

1. Director’s Designee: Who?

School Psychologist if present will always be director’s designee. If they are not present the special education teacher becomes director’s designee. A person can sign two places on the IEP but the special education teacher cannot play the role of the general education teacher.

1. Objectives: For all students or State Assessment Alternate only?

Objectives are only required for students who qualify for State or District alternative.

1. Progress Reports: How often?

Progress reports on goals and objectives (if applicable) will need to be sent to parents and recorded on SLV BOCES web based IEP program at the same rate as the district sends report cards.

1. Prior Written Notice: Time between Notice and implementation of IEP

Five days will be provided between the prior written notice (IEP Meeting) and implementation of IEP.

1. IEP Excusal/Waiver of Meeting: Will you use it?

Both forms can be utilized and are available on SLV BOCES web based IEP program. Waiver is only attached to the IEP Amendment. The person responsible for the forms would be the special education director’s designee at the meeting. Special Education Director’s designee must sign.

1. The completed IEP with signature pages needs to be provided to BOCES within 5-7 working days from the date of IEP meeting.

Transition to Adulthood IEP begins at 8th