

GWAEA GUIDANCE FOR SPECIAL EDUCATION FORMS

FORM/ACTIVITY ♦Printed Form Required ✓ Form Required * Required, if changed * Recommended, if needed	Initial Placement	Annual Review	Re-eval	Move In from Out of State	Transition from Early ACCESS to Sp Ed	Transition from ECSE Yr and Fall (F) of K Yr	Amend Existing IEP (with or without a meeting) (A tab)	More or Less Restrictive Settings	Add Goal, Goal Area or Support Service	Exit Goal, Goal Area or Support Service	Manifestation Destination	Begin Career Connections, VITAL or other 4+ Program	Begin 45-Day Trial (new IEP review or re-eval)	End 45-Day Trial Student Remains Eligible	
								See pages 146-152 of the Special Education Procedures Manual for guidance							
♦Visual Display of Progress Data (print or attach to Associated Files)	✓				✓ IFSP required in place of IIP				*						
♦Disability Suspected Form	✓				✓										
Meeting Notice	✓	✓	✓	✓	✓	✓(S)	*	*	*	*	✓	✓	✓	✓	
♦Agreement to Excuse	This form is used when required member(s) of the IEP team request to be excused from attending an IEP meeting. It should be sent to parents with the Meeting Notice. If topics to be discussed at the IEP meeting require input from the team member requesting excusal, then that input must be submitted in writing prior to the meeting.														
♦Consent for Eval	✓				✓										
♦Consent for Re-evaluation (if signed)			✓	✓				*	*	*		*	*	✓	
Educational Eval Report (EER)	✓				✓										
Eligibility Determination Worksheet (EDW)	✓				✓										
Procedural Safeguards Manual	✓	✓	✓	✓	✓	This must be given to parents once a school year, as well as at the initial referral, upon parent request for an evaluation, at the first filing of a complaint, at the time of a request for due process, and upon request.									
♦Consent for Initial Sp Ed/Related Svcs	✓				✓										
Re-evaluation (Page R)			✓	✓				*	*	*		*	*	✓	
Prior Written Notice of Proposed or Refused Action	✓	*	*	✓	✓	✓(S)	✓	✓	✓	✓	*	✓	✓	✓	
IEP Page A (Cover)	✓	✓	✓	New Iowa IEP required within 30 days	✓	✓	✓	✓	✓	✓		✓	✓	✓	
IEP Page B (Present Levels, Ages 3-12 or 13-21)	✓	✓	✓		✓	✓(S)	*	✓	✓	✓		✓	✓	✓	
IEP Page D (Goals)	✓	✓	✓		✓	✓	*	*	✓	✓	✓ Must update	✓	✓ Must update	✓ Must update	
IEP Page F (Services)	✓	✓	✓		✓	✓ NOTE: (F) Move future svcs to svcs w/Amend	*	✓	✓	✓	✓	✓	✓	✓	✓ Must update
IEP Page G (Services, LRE)	✓	✓	✓		✓	✓(S)	*	✓	*	*		✓	✓	✓	✓ Must update

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IEP Add'l Info	* This form is used whenever the IEP team wants to record additional information that does not fit on the IEP.													
♦Extended School Year Services (ESY)	These services are considered for all students at the IEP annual review meeting. Decision criteria are found in Chapter 7 of the Procedural Manual for Special Education on the GWAEA website. Considerations and decisions concerning ESY should be made at least 45 calendar days prior to the end of the school year.													
Functional Behavior Assessment (FBA)	*This form is recommended if the individual has behavior needs within the school environment.										✓			
Behavior Intervention Plan (BIP)	*This form is recommended if the individual has behavior needs within the school environment.										✓			
Manifestation Determination	Contact and involve the AEA Regional Administrator when a Manifestation Determination occurs. See above FBA and BIP requirements.										✓ upload to associated file			
EC Outcomes (ECO) Summary	✓ This form is required for students ages 3-5 and must be completed at initial IEP meetings, annual review, re-evaluation, exit meetings, and upon transition from ECSE to kindergarten.													
Early Childhood Settings Code	✓ This form is required for students ages 3-5 and is completed at each annual review and/or when a change in service settings occurs.													
Justification for Special School Placement	✓ This form is required when an IEP team makes a decision to place a student in a school where the majority of students are persons with disabilities.													
♦AEA and LEA Medicaid Parent/Guardian Authorizaion Forms	✓ This form should be signed by the parent or guardian of a Medicaid eligible individual for whom the district (LEA) or AEA files claims for services. The form is a ONE TIME signature A new LEA and/or AEA form will need to be completed if the student moves to a different LEA and/or AEA. AEA signed forms must be sent to Central Files.													
♦Authorization for Exchange of Information	✓ This form should be used for all information exchange purposes, with the exception of the UIHC and Unity Point below.													
♦Autorization for Release of Health/Education Information	✓ This form should be used to obtain records from the University of Iowa Hospitals and Clinics, including the Child Health Specialty Clinics, and Unity Point.													

See the AREA EDUCATION AGENCY SPECIAL EDUCATION PROCEDURES MANUAL (July 1, 2015) on the GWAEA website for additional information.

8/4/15 MT-alc