|  |
| --- |
| **charter schools that are their own leas****individuals with disabilities education act (idea)****a checklist** |
| * **For all charters, procedures and practices must be in place to address all items in this checklist throughout each school year.**
* **Charter Schools are responsible for submitting the same special education reports as all other schools.**
* **The person coordinatoring/directing the special education program Must be Provisioned in the Portal in order to submitt those reports:**
* **The Security Officer at the school is the person who provisions you.**
* **GaDOE cannot provision you.**
* **You must be Provisioned as the Special Education Director in order to access the applications needed to submit the required reports.**
 |
| **Please note…this is not an exhaustive checklist for IDEA requirements…it provides only a place to start.****There are many other components of IDEA that must be implemented and monitored.** |
| **ELIGIBILITY REPORTS AND REDETERMINATION/REEVALUATION FORMS** |
| 1. Ensure that each SWD file has a Compliant Initial Eligibility Report. | Implementation Manual: Chapter 4 on the Special Education Website |
| 2. For any Eligibility Report that is not Compliant… | **Convene the Eligibility Team** and follow the guidance in the Implementation Manual Chapter 4. |
| 3. Ensure that each SWD file has a Compliant Three Year Reevaluation/ReDetermination Form as appropriate…. | Implementation Manual Chapter 4 on the Special Education Website |
| 4. For any Three Year Reevaluation/Redetermination Form that is not compliant… | **Convene the Eligibility Team** and follow the guidance in the Implementation Manual Chapter 4. |
| **IEPS** |
|  | 1. Pull Data From the Following Sections of the IEP: |  |
|  | a. VII. Identify Instruction/Classes **Inside** GenEd | Schedule Classes and Services for all SWD |
|  | b. IX. Identify Instruction/Related Services **Outside** GenEd | Schedule Classes and Services for all SWD |
|  | c. II. CONSIDERATION OF SPECIAL FACTORS: |  |
|  |  1.) Behavior…are there students with |  |
|  | a.) BIP | Ensure that BIPs are Compliant…if not… |
|  |  | Ensure that BIPs are Implemented with Fidelity |
|  | b.) FBA | Ensure that FBAs are Compliant…if not… |
|  | 2.) Braille Needs | Ensure that all Braille equipment is in place and teachers can use it. |
|  | 3.) Communication Needs |  |
|  | 4.) Assistive Technology | Ensure that all Assistive Technology is in place, working, and that teachers know how to use it. |

|  |  |  |
| --- | --- | --- |
|  |  5.) Alternative Format for Instructional Materials | Ensure that all Alternative Formats have been provided & are in place. |
|  | E. V. Student Supports…Accommodations |  |
|  | 1.) Instruction | GenEd and SpEd Teachers working with SWD must have a copy of each student’s accommodations:* Provide a copy of the accommodations page to teachers
* Provide a chart with student names and their accommodations per teacher class
 |
|  | 2.) Classroom Testing |
|  | 3.) State and District Testing |
|  | 2. Ensure that Each IEP is Compliant… | **Complete the IEP Webinar Modules 1-5**: Best Practices in Developing Compliant IEPs located on the GaDOE Special Education Page |
|  |  | **Complete a Due Process Checklist** for each IEP (Attached) |
|  | 3. For any IEP that is not compliant… | **Schedule an IEP meeting** with all required team members and develop a compliant IEP by either: |
|  |  | * **Amending** the current IEP
 |
|  |  | * **Developing** a new IEP
 |
| **TRACKING REPORTS** | **PURPOSE** |
|  | The State Charter Must Have the Ability to Generate the Following Tracking Reports by Several Variables: Date, Name, Age, Grade, Disability, etc. |  |
|  | A. Initial Eligibility Process:  | Timeline Summary Reports |
|  | 1. Parental Evaluation Consent Date (Date Received)
 |  |
|  | 1. Evaluation Report Date
 |  |
|  | 1. Eligibility Report Date
 |  |
|  | 1. IEP Date
 |  |
|  | b. Annual IEP Review Dates | Scheduling Annual IEP Meetings to Remain in Compliance |
|  | c. Three Year Reevaluation/Redetermination Dates | Scheduling Three Year Redetermination/Reevaluation Meetings |
|  | d. Related Services Dates per Related Service: (Generally virtual schools) | Scheduling & Implementing Related Services in a Timely Manner |
|  | 1.) Date of IEP from which Related Service was Generated |  |
|  | 2.) Date of Referral to Related Services Coordinator |  |
|  | 3.) Date of Referral from Related Services Coordinator to Service Provider |  |
|  | 4.) Date of Notification to Parent and Case Manager |  |
|  | 5.) Date of First Session |  |
|  | 6.) dates of Attendance |  |