Checklist for Initial Consent Meeting

PRIOR TO MEETING
- Schedule a time for meeting, print out invitation through Easy IEP a minimum of ten days prior to meeting and send home.
- Send an invitation to the classroom teacher, Administrator, and any needed auxiliary personnel (Ex. Speech/Language Pathologist, Literacy Coach, School Counselor, etc.)

MEETING
- Introduce all members.
- Give a copy of the Procedural Safeguards Handbook to the parent, review them and have the parent sign that they received them.
- Explain assessments to be given and why. Have the parent sign, date and check if they give permission or not.
- Set the date for the meeting to review the test results and print out the invitation to the meeting (using Easy IEP).
- Complete a Prior Written Notice
- Make a copy of the invitation, the permission for testing, and the prior written notice and give them to the parent before they leave. Notify either Beth or Tammy verbally that you received initial consent and then follow up with a copy of the “Consent for Initial Consent” Form
- Notify your school psychologist and Debbie Webb that you have consent for assessment.
- Eligibility and placement must be completed within 60 calendar days.

(Note- it will be a good idea to call and remind the parent of the meeting when it gets closer to the time. Also, remind all appropriate team members of the meeting)