Jefferson County Schools
Exceptional Children Services

CHECKLIST OF WHAT TO SEND TO ECS OFFICE

INITIAL CONSENTS

- Consent for Initial Assessment Form to ECS Office IMMEDIATELY upon receiving consent (Only Beth or Tammy can enter the dates)
- Copy of the Consent for Initial Assessment Parental Signature Page

INITIAL IEP & ELIGIBILITY

- Eligibility Report with Documentation of Disability Form Signature Page
- Copy of SLD Report, Psychological Report, Medical Report, Outside evaluations etc.
- Page 1 of the IEP
- Signed IEP Participants Page
- Signed Informed Parental Consent Page

ANNUAL/ADDENDUM IEP

- Page 1 of the IEP
- Signed IEP Participants Page
- Signed Informed Parental Consent Page

ELIGIBILITY/REEVALUATION

- Copy of ENTIRE Reevaluation packet
- Eligibility Report with Documentation of Disability Form Signature Page
- Copy of Psychological Report, Medical Report, SLD Report, Etc.
- Page 1 of the IEP (if NEW IEP is written)
- Signed IEP Participants Page (if NEW IEP is written)
- Signed Informed Parental Consent Page (if NEW IEP is written)

OTHER DOCUMENTATION

- Functional Behavior Assessments, Behavior Improvement Plan
- Medical Reports
- Outside Evaluations
- Eligibility Reports and Psychological Evaluations from other school districts

UPDATED 8/4/2017