

School District/Public Agency		Preschool to Kindergarten Checklist			
Sending CDC/Preschool/Agency		WISER ID	DOB	Grade	Date
Name of Student					
Name(s) of Parent or Guardian		Name(s) of Parent or Guardian			
Address (City, State & Zip)		Address (City, State & Zip)			
Contact Information		Contact Information			
H:	C:	H:	C:		
W:	Email:	W:	Email:		
Disability Category:		Annual IEP Date:		Three Year Reevaluation Date:	

TRANSITION PLANNING

- Transition planning meeting including CDC/Preschool and School District (suggested meeting in January)
- Written transition plan

REFERRAL

- Referral for Special Education: (Form E-1)
 - Notice of Team Meeting (Form G-1)
 - Prior Written Notice (Form G-2)
 - Procedural Safeguards
- Parent Request for Special Education:
 - Prior Written Notice (Form G-2)
 - Procedural Safeguards

INITIAL EVALUATION

- Notice and Consent for Evaluation (Form E-2)
- Eligibility Criteria Worksheet(s)
- Notice of Team Meeting (Form G-1)
- Evaluation Report and Eligibility Determination (Form E-3)
 - Prior Written Notice, if ineligible (Form G-2)

INITIAL SERVICES

- Notice of Team Meeting, if needed to develop an IEP (Form G-1)
- Prior Written Notice and Consent for Initial Services (Form I-3)
- IEP (Forms I-4, I-4a, and I-4b)

ANNUAL IEP

- Consent for Transition Agency Participation, if needed (I-1)
- Notice of Team Meeting (Form G-1)
 - Excusal of an IEP Team Member, if needed (Form I-2)
- IEP (Forms I-4, I-4a, and I-4b)
- Prior Written Notice (Form G-2)
- Procedural Safeguards

IEP AMENDMENT

- IEP Amendment, if changes proposed after annual meeting (Form I-5)
- Prior Written Notice (Form G-2)
- Copy of new IEP, if requested.

REEVALUATION

- Notice and Consent for Evaluation (Form E-2)
- Evaluation Report and Eligibility Determination (Form E-3)
 - Prior Written Notice, if any changes are proposed (Form G-2)
- Agreement not to reevaluate per §300.303.
 - Prior Written Notice (Form G-2)

TRANSFER STUDENTS

- Transfer within state in the same school year:
 - Notice of Team Meeting to review transfer IEP and determine comparable services. (Form G-1)
 - Adopt IEP from previous district, OR
 - Develop and implement a new IEP. (Forms I-4, I-4a, and I-4b)
 - Prior Written Notice (Form G-2)
- Transfer from another state in the same school year:
 - Notice of Team Meeting to review transfer IEP and determine comparable services (Form G-1)
 - Initial Evaluation (See above.)
 - Initial Services (See above.)

DISCIPLINE

- Notice of Team Meeting to review behavior (Form G-1)
- Manifestation Determination (Form G-3)
 - FBA Consent for Evaluation, if necessary (Form E-2)
 - IEP Amendment, if necessary (Form I-5)
 - Prior Written Notice (Form G-2)
 - Procedural Safeguards

TERMINATION OF ELIGIBILITY

- See Reevaluation above, or
- Summary of Performance (Form I-6)
- Prior Written Notice (Form G-2)

REVOCAION OF CONSENT

- Parental Revocation of Consent (Form I-7)
- Prior Written Notice (Form G-2)

