

Morgan County Schools
Checklist for Initial Placement Requirements

(Name of Student)	(School)	(Case Manager)
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1. 10 day notice for meeting to review screening information, or waiver signed
2. Parent checked line giving consent to assessment
3. Parent signature
4. Prior written notice for initial consent is complete with a narrative written for each question. No N/A's or "None"
5. 10 day notice for meeting to share test results, or waiver signed
6. Vision and Hearing Screening completed
7. Parent input completed
8. Classroom based assessment completed: (teacher input, classroom observation, review of records, intervention data)
9. Initial assessment reports included for all testing that was completed, indicating that Disability Eligibility Standards were/were not met
10. Eligibility report completed with one box checked under Eligibility Determination
11. Appropriate signatures (including at least the Parent, LEA, Classroom teacher, SPED teacher, Assessment Specialist)
12. Parent received a copy of the report
13. Prior written notice for eligibility is complete with a narrative written for each question. No N/A's or "None"
14. 10 day notice for Initial IEP development (if separate meeting is held) or waiver signed
15. Initial IEP completed
 - Present levels of Performance are written in narrative form
 - Goals are written in Instructionally Appropriate format
 - Every exceptional area under PLOP has at least one corresponding goal
 - Every goal matches an exceptional area under PLOP
 - Services are appropriate and checked for accuracy
 - Appropriate signatures (LEA, Classroom teacher, SPED teacher, Interpreter of Assessment)
 - Parent signature (required for initial placement)
 - Date IEP given to parent is filled out
 - Signatures of teachers not in attendance is completed, or noted that all teachers were present at the meeting
16. Prior written notice for Initial IEP (if separate meeting held) with a narrative written for each question. No N/A's or "None". If IEP is completed at the Eligibility meeting, this should be indicated on the PWN for Eligibility.

(Case Manager Signature)	(Date)
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