



PUPIL RECORD AUDIT FORM

Pupil Name

S.E.R.T. MEMBER: _____ **DATE:** _____
School Unit: _____

ITEMS

COMMENTS

INITIAL REFERRAL

1. Written Notice to parent of initial IEP referral. MUSER IV.2.D.				
2. Input from the IEP Team to determine evaluation needs. MUSER III.3.B & V.3.A				
3. Parents provided with written consent for <u>initial evaluation</u> (15 school days from the initiation of the referral) MUSER IV.2.E				
4. <u>Receipt of consent to evaluate</u> and I.E.P. Team determines the child eligible. (Time line: all referrals 45 school days from receipt of consent to evaluate) MUSER V.1.A.(3)(a)(i)	(If non compliant indicate number of days beyond the 45 school days for each file reviewed.)			
4A. <u>Receipt of consent to evaluate</u> and I.E.P. Team determines the child not eligible. (Time line: all referrals 45 school days from receipt of consent to evaluate) MUSER V.1.A.(3)(a)(i)	(If non compliant indicate number of days beyond the 45 school days for each file reviewed.)			
5. Written Notice for consent for initial placement MUSER V.1.A.(4)(a)(ii)				
IEP Meeting Procedures				
6. Advance written notice of I.E.P. Team meeting at least 7 days prior to the IEP meeting or waiver provided... MUSER VI.2.A. & XIX 2.A.				

<p>7. Agreement: In making changes to a child's IEP after the annual IEP meeting for a school year, the parent of a child with a disability and the SAU may agree not to convene an IEP meeting for the purposes of making such changes, and instead may develop a written document to amend or modify the child's current IEP. If changes are made to the child's IEP in accordance with (above), the SAU must ensure that the child's IEP Team is informed of these changes. MUSER IX3.C.(4)</p> <p>Changes to the IEP may be made either by the entire IEP team at an IEP meeting or as provided by amending the IEP rather than redrafting the entire IEP. Upon request, a parent must be provided with a revised copy of the IEP with the amendments incorporated. MUSER IX3.C.(6)</p>				
<p>8. For age 14-20 and younger, if appropriate...if purpose of meeting is consideration of the post secondary goals and needed transition services, that focuses on the student's course of study and updated annually notice of meeting must indicate:</p> <p>A. The purpose of the meeting is to consider post secondary goals and transition services. MUSER VI.2.A</p>				
<p>B. Agency must invite the student at age 14-20 and younger, if appropriate MUSER VI.2.C.(3)(c)</p>				
<p>C. With parental written consent, identify any other agency that will be invited to send a representative MUSER VI.2.C.(3)(e)</p>				
<p>9. Copy of IEP provided to parents within 21 school days of the IEP meeting. MUSER IV.2.H.(6) & IX.3.G</p>				
<p>10. Written notice if school unit proposes or refuses to initiate or change identification, evaluation, <u>educational program</u>, placement,... Appendix 1 34 CRF 300.503</p>				
<p>11. Required members present at I.E.P. Team meeting.— regular education teacher, special education teacher, representative of school unit..., the student's caseworker if known... MUSER VI.2.B</p>				
<p>12. A member of the IEP Team may be excused from attending an IEP meeting in whole or in part, when the meeting involves a modification to or discussion of the member's area of curriculum or related services if the parent in writing and SAU consent to the excusal and the member submits in writing to the parent and the IEP Team, input into the development of the IEP prior to the meeting. MUSER VI.2.F</p>				

<p>13. If the agency is unable to convince the parents that they should attend, the agency must keep a record of its attempts to arrange a mutually agreed upon time and place. MUSER VI.2.H & VI.2.H.(4)</p>				
<p>● EVALUATIONS</p>				
<p>14. Each school unit shall obtain informed parental consent prior to conducting any reevaluation... If members of IEP Team determine that no additional data are needed, The school administrative unit shall notify the parents... MUSER V.3.D & V.3.E</p>				
<p>A. Documentation of input from the IEP Team to determine reevaluation needs (if any) MUSER V.3.A.(1) & (2)</p>				
<p>B. Written notice of reevaluation determinations MUSER V.3.D. & V.3.E</p>				
<p>15. Use a variety of assessment tools and strategies; not use any single procedure as the sole criterion; use technically sound instruments MUSER V.2.B.(1)(2)(3)</p>				
<p>16. A copy of the evaluation report will be provided to the parent at least 3 days prior to the I.E.P. meeting at which the evaluation is discussed. MUSER VI.2.A & V.4.G</p>				
<p>17. Standardized reports for evaluations shall include components appropriate under MUSER V.4.C & D</p>				
<p>18. Evidence of SLD component (if applicable) and all information completed including classroom observation. MUSER VII.2.L. (2)(d) & (e).</p>				
<p>● CONSIDERATIONS IN DEVELOPING AN IEP</p>				
<p>19. In developing, reviewing or revising the child's IEP the IEP Team must consider: A. Strengths of the child, MUSER IX.3.C.(1)(a)</p>				
<p>B. The concerns of the parent for enhancing the education of their child; MUSER IX.3.C.(1)(b)</p>				
<p>C. Results of initial or most recent evaluation of the child: MUSER IX.3.C.(1)(c)</p>				
<p>D. Academic, developmental and functional needs of the child: MUSER IX.3.C.(1)(d)</p>				
<p>E. In the case of a child whose behavior impedes the child's learning or that of others consider the use of positive behavioral interventions and supports, and other strategies to address that behavior MUSER IX.3.C.(2)(a)</p>				

<p>F. In the case of a child with limited English proficiency, consider the language needs of the child as it relates to the child's IEP. MUSER IX.3.C.(2)(b)</p>				
<p>G. In the case of a child who is blind or visually impaired, provide for instruction in Braille... MUSER IX.3.C.(2)(c)</p>				
<p>H. Consider the communication needs of the child and in the case of a child who is deaf or hard of hearing,..... MUSER IX.3.C.(2)(d)</p>				
<p>I. Consider whether the child needs assistive technology devices and services MUSER IX.3.C.(2)(e)</p>				
<p>● INDIVIDUALIZED EDUCATION PROGRAM</p>				
<p>20. A statement of the child's present levels of academic achievement and functional performance including how the disability affects the child's involvement and progress in the general curriculum. MUSER IX.3.A.(1)(a)(i)</p>				
<p>21. A statement of measurable annual goals including academic and functional goals designed to meet the child's needs that result from the child's disability to enable the child to be involved in and make progress in the general education curriculum.... and meet the child's other educational needs that result from the disability; MUSER IX(3)(A)(1)(b)</p>				
<p>22. A description of how the child's progress toward meeting goals will be measured. MUSER IX.3.A.(1)(c)</p>				
<p>23. For children with disabilities who take an alternate assessment aligned to alternate achievement standards, a description of benchmarks or short-term objectives MUSER IX.3.A.(1)(a)(iii)</p>				
<p>24. A description of when periodic reports on the progress the child is making toward meeting the annual goals will be provided to the parent such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards. MUSER IX(3)(A)(1)(c)</p>				
<p>25. A statement of the special education and related services based on peer reviewed research to the extent practicable.... MUSER IX.3.A.(1)(d)</p>				
<p>A. The projected date for the beginning of the services and the anticipated frequency, location and duration of those services MUSER IX.3.A.(1)(g)</p>				
<p>26. A statement of supplementary aids and services and modifications based on peer reviewed research to the extent practicable, to be provided to the child or on behalf of the child, MUSER IX.3.A.(1)(d)</p>				
<p>A. The projected date for the beginning of the supplemental aids and services and modifications the frequency, location and duration of those modifications. MUSER IX.3.A.(1)(g)</p>				

<p>27. An <u>explanation</u> of the extent, if any, to which the student will not participate with non-disabled students in the regular class and in extracurricular and other non-academic activities MUSER IX.3.A.(1)(e)</p>				
<p>28. A statement of any individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the child on state and district wide assessments. MUSER IX.3. A.(1)(f)(i)</p>				
<p>A. If the I.E.P Team determines the student shall take an alternate assessment on a particular State or district wide assessment of student achievement, a statement of why the child cannot participate in the regular assessment (MEA or district-wide assessment) and why the particular alternate assessment selected is appropriate for the child. MUSER IX.3.A.(1)(f)(iii)</p>				
<p>29. A. For each student beginning no later than the IEP to be in effect when the child turns 14 and updated annually thereafter..., Appropriate measurable post-secondary goals based upon age-appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills. MUSER IX.3.A.(1)(h)(i)</p> <p>A. 14-15 Year Old Students</p>				
<p>B. 16-20 Year Old Students</p>				
<p>C. If post secondary goals and transition services were discussed and student did not attend IEP meeting, steps taken to ensure the student's preferences and interests were considered. MUSER VI .2.C (3) (D)</p>				
<p>D. The IEP must include the transition services (including courses of study) needed to assist the child in reaching those goals. (Transition services include: Instruction, Related Services, Community Experiences, the development of employment and other post-school adult living objectives and if appropriate, acquisition of daily living skills and provision of functional vocational evaluation.) MUSER IX.3.A.(1)(h)(ii)</p>				
<p>30. ...beginning not later than one year before the child reaches the age of 18 (age of majority), the IEP must include a statement that the child has been informed of the child's rights under Part B of IDEA, if any, that will transfer to the child on reaching 18 years of age. MUSER IX.3.A.(1)(h)(iii)</p>				