Special Education Team Responsibilities for Eligibility Determination Conference K-12

Psychologist facilitates the schedules the <u>Psychologist</u> thoroughly reviews meeting and Psychologist/Social **Eligibility Determination** forms with parent at end of Worker completes forms during Conference meeting meeting. the meeting. sends out copies forms and Notification of Conference & gives copy to parent: makes 2 follow-up notices to prints ALL forms attaches Checklist, and brings them to the meeting. parent before meeting & upload the IEP into Embrace, and documents contacts on puts copy in school file Conference Summary Report. School Psychologist, Speech prepares Excusal form, If IEP not written, move to Therapist, School Social Worker, OT/PT complete relevant sections Waiver of 10-day forms, flowchart for Initial IEP if Initial of the Documentation of Procedural Safeguards, and Eligiblity Meeting or to IEP **Notification of Conference** Annual Review if Re-Evaluation Evaluation Results, Eligiibility Determination forms, and criteria Recommendations. meeting. checklists.