

Checklist for Special Education Paperwork

Complete this check list before sending paperwork to Clare Gladwin RESD

****Make sure all necessary signatures are on all the forms as needed****

Initial IEP	DOCUMENTS TO SUBMIT	✓
	REED	
	MET - Includes All Related Service Provider Reports as Required (Example: Psych, Speech, OT, PT, etc.)	
	IEP – Complete Copy	
	MEDICAID – One-time Parental Consent	
	Applicable Scripts – with Signatures from OT, PT, Speech, Personal Care & etc.	
	Date all documents sent to RESD	

Student Moves in with IEP	DOCUMENTS TO SUBMIT	✓
	REED (out of state only)	
	MET - Includes All Related Service Provider Reports as Required (Example: Psych, Speech, OT, PT, etc.)	
	IEP – Complete Copy	
	Applicable Scripts – with Signatures	
	Date all documents sent to RESD	

Annual IEP	DOCUMENTS TO SUBMIT	✓
	IEP Complete Copy	
	Applicable Scripts – with Signatures from OT, PT, Speech, Personal Care, & etc.	
	Date all documents sent to RESD	

Re-Evaluation IEP	DOCUMENTS TO SUBMIT	✓
	REED	
	MET- All Related Service Provider Reports (if applicable) (Example: Psych, Speech, OT, PT, etc.)	
	IEP – Complete Copy	
	Applicable Scripts – with Signatures from OT, PT, Speech, Personal Care & etc.	
	Date all documents sent to RESD	

Ineligible IEP	DOCUMENTS TO SUBMIT	✓
	REED	
	MET - All Related Service Provider Reports as Required (Example: Psych, Speech, OT, PT, etc.)	
	IEP Complete Copy	
	Date all documents sent to RESD	

Other Documents to send for filing with CGRESD	DOCUMENTS TO SUBMIT	✓
	IEP Amendments (Complete copy)	
	Parent Revocation (No IEP Required) – Need the Request & Notice Forms	
	Exit – Student leaving District	
	Manifestation Determination Review (MDR) and all completed documents that support.	
	Consent to Invite Agency Contingency Learning Plan	