

For ALL conferences

- Use the guidance checklists to ensure you have the correct paperwork
- Conference attendees must sign the record of access for EVERY conference
- All conferences require 14 days' notice.
- Please remember that a parent cannot "Waive their rights to a notice". A parent may request less than 14 days' notice.
- Once a student is transition age (age 16) they must receive their own notice of conference. You must have a separate contact log documenting how you notified the student. They must also receive a copy of the Notice of Action.
- Contact log- document a minimum of 2 parent contacts- required for every conference. One of these must be written.
 - This is the same for a student who is transition age (age 16)
- Document all parent/student (if age 16) responses- you can write responses on the contact log.
- All roles with * must be represented. One person can fulfill more than one role.
- All conferences should have at least 3 attendees. No exceptions for Referral conferences.
- Regular education must be represented.
 - A special education teacher cannot represent regular education
- The Local Education Agency Representative role is responsible for answering questions related to school policy and is entrusted with the approval of the allocation of funds, if the decision is made by the team and written in the IEP.
- A special education teacher can sign as the individual to interpret results, but remember you HAVE to know how to interpret the results
- At every conference, ask if the parents need a copy of "Your Rights" or "Informed Consent" –if they do not have access to one, you have to provide them a paper copy
- Attached are the conferences that must have a Notice of Action page, but it is advised to use a notice of action for each conference
 - On the Notice of Action- make sure you are noting parent concerns and documenting meaningful parent participation and considering all matters made by team.
 - On the Explanation of Action- summarize the decisions made based on the data
 - On the Basis for Action- write a description or a list of information/evaluation/records/etc. that was used to make the decisions.
 - On the Options Considered and Reasons Rejected- describe anything that the team discussed but decided not to do- ex: reducing/increasing modifications, changing placement, changing class schedule, testing, etc.
- After the conference is complete, make a copy and give to the parents (and student if they are age 16)

What Circumstances Require Notice of Action?

	YES	NO
Identification		
Screening		X
Teacher Assistance Team		X
Intervention Strategies		X
Evaluation		
Collection of new data for initial and reevaluation	X	
Evaluation of progress on the annual goals		X
Administration of state or school wide assessments		X
Independent Education Evaluation (IEE)		X
Determination of Eligibility upon completion of an initial evaluation or reevaluation	X	
Eligibility issues	X	
Refusal to conduct an evaluation	X	
Educational Placement		
Initial educational placement into special education	X	
Relocation of the special education program		X
Any change in educational placement	X	
Termination of special education and related services	X	
Transfer of student to another school or district		X
Graduation with regular diploma	X	
Disciplinary removal for more than 10 consecutive school days	X	
Disciplinary removal for NOT more than 10 consecutive school days		X
Disciplinary removal to an IAES for not more than 45 school days	X	
Series of disciplinary removals that constitute a pattern of removals	X	
Provision of FAPE		
Deletion or addition of a related service	X	
Change in annual goals on an existing IEP	Did it result in a significant change to the IEP?	Did it result in a significant change to the IEP?
Significant increase or decrease in special education or related services	X	
Change in how a student will participate in statewide and district wide assessments	X	
Refusal to increase or decrease a related service	X	