



BHASED Compliance Forms

Evaluated, But Not Eligible

- Complete Student Information Page
- Decision Re: Request for Evaluation
- Notification of Conference
- Procedural Safeguards
- Conference Summary Report
- Consent for Initial Evaluation
- Documentation of Evaluation Results
- Eligibility Determination (Non LD)
- Conference Recommendations
- Verify student information and FACTS form (date, action, reason)

Initial IEP

- Complete Student Information Page
- Decision Re: Request for Evaluation
- Notification of Conference
- Procedural Safeguards
- Conference Summary Report
- Consent for Initial Evaluation
- Documentation of Evaluation Results
- Functional Behavior Assessment (if applicable)
- Documentation of Intervention Results (LD), if applic.
- Eligibility Determination (LD) or (Non LD)
- Consent for Initial Services
- Present Levels of Educ. & Functional Performance
- Conference Goals and Objectives
- Educational Accommodations
- Assessment
- Secondary Transition, if applicable
- Indicator 13 Checklist, if applicable
- Behavior Intervention Plan, if applicable
- Educational Services and Placement
- Autism Considerations, if applicable
- Conference Recommendations
- Verify student information and FACTS form (date, action, reason)

Annual Review

- Complete Student Information Page
- Notification of Conference
- Procedural Safeguards
- Conference Summary Report
- Present Levels of Educ. & Functional Performance
- Conference Goals and Objectives
- Educational Accommodations
- Assessment
- Secondary Transition, if applicable
- Indicator 13 Checklist, if applicable
- Behavior Intervention Plan, if applicable
- Educational Services and Placement
- Autism Considerations, if applicable
- Conference Recommendations

Annual Review (cont'd)

- Verify student information and FACTS form (date, action, reason)

3-Year Reevaluation

- Complete Student Information Page
- Decision Re: Request for Evaluation
- Notification of Conference
- Procedural Safeguards
- Conference Summary Report
- Consent for Reevaluation
- Documentation of Evaluation Results
- Functional Behavior Assessment (if applicable)
- Documentation of Intervention Results (LD)
- Eligibility Determination (Non LD) or (LD)
- Present Levels of Educ. & Functional Performance
- Conference Goals and Objectives
- Educational Accommodations
- Assessment
- Secondary Transition, if applicable
- Indicator 13 Checklist, if applicable
- Behavior Intervention Plan, if applicable
- Educational Services and Placement
- Autism Considerations, if applicable
- Conference Recommendations
- Verify student information and FACTS form (date, action, reason)

Amendment

- Program Amendment
- Amended IEP page(s)
- If mtg held: Notification of Conference & Conference Summary Report
- Verify student information and FACTS form (date, action, reason)

Dismissed From Services

- Complete Student Info
- Decision Re: Request for Evaluation
- Notification of Conference
- Procedural Safeguards
- Conference Summary Report
- Consent for Reevaluation
- Documentation of Evaluation Results
- Eligibility Determination (Non LD) or (LD)
- Conference Recommendations
- Verify student information and FACTS form (date, action, reason)



BHASED Compliance Forms

Parent Revoked Consent

- Complete Consent for Revocation
- Complete Additional Information (parent request with reason)
- Verify student information and FACTS form (date, action, reason)

Student Leaving A District

- Update IEP Goal Progress
- Verify student information and FACTS form (date, action, reason)

Graduating Senior

- Summary of Performance - completed at least 1 semester before graduating
- Update IEP Goal Progress
- SOP Post School Data
- Conference Recommendations
- Verify student information and FACTS form (date, dropped - graduated with diploma, certificate, or reached maximum age)

Transfer of Rights Notice

- 1 year prior to 18th birthday

Delegation of Rights

- When 18 years of age

Students Who Drop Out (17 or older)

- Update IEP Goal Progress
- Conference Notice
- Procedural Safeguards
- Conference Recommendations
- Verify student information and FACTS form (date, action, reason)

Procedural Safeguards: Must be given to parents at a minimum one time per year.

A copy MUST be given to the parents:

1. upon Initial referral, upon reevaluation or parent request for evaluation
2. upon receipt of the first State complaint or due process complaint
3. upon parent request

Accepting Electronic IEP from another IL District

- Update Student Information Page
- Verify student information and FACTS form (date, action, reason)
- Review IEP, make any necessary changes, follow Amendment Procedures

Accepting Out of State IEP

- Complete Student Information Page
- Must provide FAPE comparable to those described in the student's IEP.
- Amendment - if accepting IEP as written
- Review/Revision - if accepting IEP but making changes to what was written
- Reevaluation - if team determines insufficient data to determine eligibility, implement existing IEP OR develop new IEP
- Document changes in placement and/or eligibility
- Verify student information and FACTS form (date, action, reason)

Students Who Move in with an Expired IEP and/or Reeval

- Complete Student Information Page
- Verify student information and FACTS form (date, action, reason)
- Must provide FAPE comparable to those described in student's IEP
- Initiate Reevaluation process