

To Create the Domains Meeting:

1. Create New IEP/Event
2. Enter a New Date (This should be the date of the meeting you are scheduling.)
3. Select "Domains Meeting".
4. On the "Add Forms" selection window:
 - a. Either uncheck box for "Consent for Initial Evaluation" if this is a Reevaluation **OR** uncheck "Consent for Reevaluation" if this is an Initial Evaluation
 - b. You may uncheck any other "suggested" forms as applicable
5. Complete **all** required forms:
 - a. Conference Summary Report
 - b. Decision Re: Request for Evaluation
 - c. Consent for Initial/Reevaluation
 - d. Conference Recommendations
 - e. Identification of Needed Assessments
6. When finished with the Domain meeting, you will need to add a New IEP/Event for the IEP meeting for the Initial Evaluation, Initial Evaluation/Initial IEP, or the Annual Review.