

Coordinated Support Services for Special Education Students

	Care Coordinator (CC)	Counselor	Course Teacher
Sharing IEP	Provide the teachers a summary of the disability and accommodations needed for student success	Counselors have access to IEPs through ECSSS.	*Provides identified accommodations *Asks CC for clarification
Course Selection for next school year	Works with student during Advisory for course selection	Credit check	Core subject teacher gives placement recommendation for next school year.
Changing classes during the school year	Not Applicable, UNLESS it affects placement; for example, changing from inclusion to resource. If a placement change is required, refer to DH memo for proper procedure.	*Is responsible to make schedule changes as long as it does not affect placement. *CC is notified through the program change form, since he/she is the advisory teacher	*Is notified by registrar
Progress during school year	*Monitors progress via Advisory class *Receives feedback from teachers in preparation for IEP report for the year	*Is notified of potential failures through regular process *Initiate a daily progress report if requested by parent	*Provides progress to CC *May contact CC directly with a concern *May use RFA button to document/contact counselor



SPED Program Changes

Len Nakasone to: 214SPED Dept

01/23/2015 02:26 PM

Cc: 214Counselors, Kevin Tosaka, Kristie Sasamura, 214VP

We will be implementing a new procedure when doing program changes involving change of placement for sped students that do not match the IEP. When changing the placement of the student from an inclusion/regular ed. placement to a resource class, we will be using the consent to amend without meeting form. This requires the care coordinator to complete the changes to the IEP up front.

Before initiating the change, be sure to consult with current teacher and agree that a change of placement is appropriate. Contact parent and make sure they agree to the change. Complete the consent to amend without meeting form.

Follow the directions listed here:

Document Consent to Amend IEP

The **Consent to Amend IEP** is used when the Student Team has determined that a change needs to be made to an IEP. The parent and principal sign a written agreement to have the plan changed without holding a meeting.

For **Revision IEPs**, **Consent to Amend IEP** date can be used instead of **Actual Conference** - For IEP to be activated, the **Consent to Amend** can be used instead of **Actual Conference**. In those cases, the **Consent Form Signed Date** is used, and the same rules for **Actual Conference** dates are applied.

A Prior Written Notice must be created *under* the IEP Revision first.

To complete a **Consent to Amend IEP**, do the following:

1. Search for a student and select the appropriate Referral.
2. Under **PLAN**, expand the latest **IEP Revision**.
3. **Highlight** the PWN. The **Actions** menu will change.
4. **Select New Consent to Amend IEP**.
5. **Enter information** into the following fields:
 - **Discussion Date** - The date the IEP Coordinator, or other IEP team member and parent discussed the changes to the plan.
 - **Provided to Parent Date** - The date a copy of the **Consent to Amend** was provided to the parent. This should be the same date as the PWN and both are sent to the parent together. **NOTE:** Entering an incorrect future date will prevent you from activating an IEP until after the date has passed. eCSSS "remembers" the latest

saved date even after the date is edited and saved.

- **Consent Form Signed Date** – The date the parent signed the form. This date will become the date for the IEP.
- **Name of Person Signing Consent Form** – The name of the person granting the consent.
- **School Received Consent Form Date** – The date the parents returned the form to the school.
- **Consent Given** – Select No or Yes.

6. Click **Save** then **Close**.

Once the consent form and PWN is completed, forward it to me and I will go ahead and complete a program change form. I will send home the program change, consent to amend and PWN forms home for signature from parent. Upon return, the consent to amend form will be filed. The program change and copies of the consent form and PWN will be submitted to the registrar for processing.

On a side note: Please turn in to me any form that requires a signature so that it can be filed in students confidential (meeting sign-in, consent for assessments, SLD worksheets)

If there are any questions please let me know.

Thanks,
Len



STATE OF HAWAI'I
DEPARTMENT OF EDUCATION

CONSENT TO AMEND
THE ANNUAL IEP

Date: _____ School: _____

To the Parent(s)/Guardians of _____:
Name of Student

Attached is a Prior Written Notice describing proposed amendments to your child's annual Individualized Education Program (IEP) based on a discussion with you on _____ Date

I propose to amend the annual IEP, dated _____, without having a meeting. A revised copy of the IEP with the amendments incorporated will be provided to you upon receipt of your consent to amend the IEP.

Principal - Signature

Date

Principal - Print Name

Indicate below whether you agree to amend the Individualized Education Program (IEP) without convening a meeting. Please sign and return this document to the school, to the attention of:

Name

Check one of the following:

I agree to amend the annual IEP without having a meeting. By consenting, I understand that the proposed amendments described in the attached Prior Written Notice, dated _____ will be incorporated into the IEP.

I do not agree to amend the annual IEP without having a meeting. By not consenting, I am requesting that an IEP meeting be held to discuss the proposed changes.

Parent/Guardian - Signature

Date

Parent/Guardian - Print Name

ATTACHMENTS: Prior Written Notice
Procedural Safeguards Notice

DISTRIBUTION School, Parent

OCISS
Amendment of the Annual IEP
Without Convening a Meeting