

# North Dakota Department of Public Instruction- Special Education Procedural Checklist For Placements at In-state Approved Private Residential Facilities/Schools

Sept. 2013

Name of Resident District: \_\_\_\_\_ Signature of Representative \_\_\_\_\_

Name of Special Education Unit: \_\_\_\_\_

Name of Private Facility: \_\_\_\_\_ Signature of Representative \_\_\_\_\_

Timeline of this Agreement: \_\_\_\_\_

*According to federal regulations and North Dakota Century Code, the resident district and its special education unit are responsible for the following IDEA procedural issues. The resident district or its representative from the special education unit may, however, negotiate with the private residential facility to determine who will carry out the procedures whose cells are blank in the checklist below. This document will be used in the NDDPI focused monitoring process and to define the allocation of responsibilities in any dispute or complaint. Copies should be kept by both the special education unit director of the resident district and the appropriate representative of the facility. Please notice that entries into the state's TieNet case management system are included with each procedure requiring such entry. Both the special education unit of the resident district and the facility are responsible for any training of personnel on the TieNet system that is needed to carry out these entries.*

Directions: Discuss the procedures to develop a common understanding. Come to agreement on those with an option. Document your agreement by placing an "X" in the appropriate cell for each procedure. You may also want to put a short summary of explanation.

Procedure	Local Education Agency Will Carry Out Procedure	Private Facility Will Carry Out Procedure
Set up Annual IEP Review. (TieNet- Prior Written Notice form)		
Provide Procedural Safeguards & Explanation at Appropriate Times.		
Participate in IEP meeting.	LEA rep must attend	Facility rep must attend
Arrange for Participation of Required Team Members.	LEA rep- arrange to have all IDEA required participants in attendance	Facility rep- arrange to have appropriate personnel from Facility in attendance
Conduct Mtng. Write and Disseminate the IEP. (Appropriate TieNet IEP forms)		
Complete and Send Progress Reports According to Timeline listed in IEP. (TieNet- Progress Report forms)		
Prior Written Notice for 3 year Re-evaluation. Review Student Profile and Determine if a Re-evaluation is needed. (TieNet- PWN form & Student Profile)		
Gain Consent for Evaluation, if needed, then Develop Assessment Plan. (TieNet PWN, Consent forms, Assessment Plan)		
Conduct Assessment(s), if needed. Summarize & Conduct Mtng. to determine eligibility. Finalize IWAR. (TieNet- IWAR)		
Requests for Independent Evaluations.	LEA- arrange for any requested & agreed upon Independent Evaluations	Facility- refer to LEA & make student available for Independent Evaluation
Review and Amend Educational Records.	LEA- responsible for any review and amendment to an educational record.	Facility- refer to LEA when a request for review or an amendment is received.
Due Process Procedures re: IDEA complaints &/or hearings.	LEA- responsible for any due process procedures due to a complaint, request for hearing, etc.	Facility- refer to the LEA.
Identification- Student not already identified is suspected of having a disability.	LEA- responsible for initiating all appropriate procedures	Facility- refer to the LEA