

MET1-NO testing needed-Review of Existing Data ONLY

1. Meeting Notice-with parent signature or alternate participation noted.

2. Cover Sheet (E1)

- ALL information MUST be current except if Language Survey was done on a different year .
- ALL sections MUST be completed.
- Vision and/or Hearing can NOT state OTHER. If student FAILED or had a REFERRAL in either of these areas than you MUST note it on the DETERMINATION page under the section of: YES vision/hearing is making an adverse impact on the student's educational performance-then you MUST state what happened as a result of referral or failing in this section.

3. Determination Pages (E2-E4)

- All information except Review of Previous Evaluations MUST be current and ALL sections must be completed.
- OLD information in the areas of Parent Information and Educational History may be kept BUT you must also put in CURRENT information-this can be noted by dating the new information in these sections.
- When you get to the section: "Is existing information sufficient to determine.." ALL sections MUST be checked YES.
- CLICK box that "Team determined NO additional data needed"
- CLICK the box, "Parents were notified of their right to request additional assessments"- This MUST have parent's initials.

4. Eligibility Determination Page (E7)

- Click appropriate boxes
- Eligibility MUST be the same as LAST MET as you did NO testing to change eligibility areas.-Double check for areas that a student qualifies for SLD.
- Get 5 required meeting participants signatures with agreed or disagreed boxes checked. Parent/SPED teacher/Regular Ed. teacher/PEA/Interpreter of Evaluation Results-If all 5 unable to attend have parent sign an excusal form-this is ONLY needed for the 5 required meeting participants.

5. Eligibility Pages

- Located on the main page of the MET on the bottom (eIEP-PRO)
- Must have an Eligibility page for ALL areas student is eligible
- Get signatures on page if indicated with agree or disagree completed by each person signing

6. PWN Determination

- Initialed by case manager
- ALL sections MUST be completed
- Contact information MUST have BOTH phone number and contact person (case manager)

7. PWN Eligibility

- Initialed by case manager
- **ALL** sections **MUST** be completed
- Contact information **MUST** have **BOTH** phone number and contact person (case manager)

MET1-Additional Testing Indicated

1. Meeting Notice-with parent signature OR alternate participation noted

2. Cover sheet (E1)

- ALL information MUST be current except if Language Survey was done on a different year.
- ALL sections MUST be completed.
- Vision and/or Hearing can NOT state OTHER. If student FAILED or had a REFERRAL in either of these areas than you MUST note it on the DETERMINATION page under the section of: YES vision/hearing is making an adverse impact on the student's educational performance-then you MUST state what happened as a result of referral or failing in this section

3. Determination Pages (E2-E4)

- All information except Review of Previous Evaluations MUST be current and ALL sections must be completed.
- OLD information in the areas of Parent Information and Educational History may be kept BUT you must also put in CURRENT information-this can be noted by dating the new information in these sections.
- When get to section, "Is existing information sufficient to determine..." Some or ALL sections MUST be marked NO
- Click box team determines additional data needed
- CLICK ALL areas of suspected disability that need to be assessed
- UNCLICK box, "Parents were notified of their right to request additional assessments .."
- GET parent's signature on Permission to Evaluate-case manager KEEPS original and provides other service providers with a COPY. Case manager will turn ORIGINAL into the District Office-make a copy for your records.

4. Conference Summary

- Found on the main page for each student on eIEP-PRO
- MUST have your 5 required signatures or an excusal form MUST be signed by the parent-parent/SPED teacher/Regular Ed. teacher/PEA/Interpreter of Evaluation Results.
- Interpreter of Evaluation Results can ALWAYS/but does not have to be the Case Manager/SPED teacher as YOU are reviewing the student's current academic performance with the MET/IEP Team.

5. PWN Determination

- Initialed by case manager
- ALL sections MUST be completed
- Contact information MUST have BOTH phone number and contact person (case manager)

MET2-Must be completed within 60 days of receiving permission to evaluate from parent OR MUST do a PWN to extend time if indicated

1. Meeting Notice-with parent signature OR alternate participation noted

2. Cover sheet (E1)

- ALL information MUST be current except if Language Survey was done on a different year.
- ALL sections MUST be completed.
- Vision and/or Hearing can NOT state OTHER If student FAILED or had a REFERRAL in either of these areas than you MUST note it on the DETERMINATION page under the section of: YES vision/hearing is making an adverse impact on the student's educational performance-then you MUST state what happened as a result of referral or failing in this section

3. Evaluation Assessments (E5)

- ALL areas which were assessed and given permission to evaluate by parent MUST have information put in them.

4. Evaluation Summary (E6)

- In ALL areas which were assessed the evaluator MUST complete: Interpretation, Observation, and Summary
- ALL other sections MUST be completed by case manager/related service provider/school psychologist

4. Eligibility Determination (E?)

- Click appropriate boxes
- Date of Eligibility is the SAME date as MET2 meeting
- Get 5 required meeting participants signatures with agreed or disagreed boxes checked. Parent/SPED teacher/Regular Ed. teacher/PEA/Interpreter of Evaluation Results-If all 5 unable to attend have parent sign an excusal form-this is ONLY needed for the 5 required meeting participants

5. PWN Eligibility

- Initialed by case manager
- ALL sections MUST be completed
- Contact information MUST have BOTH phone number and contact person (case manager)

6. Eligibility Pages

- Located on the main page of the MET on the bottom (eIEP-PRO)
- Must have an Eligibility page for ALL areas student is eligible
- Get signatures on page if indicated with agree or disagree completed by each person signing