

MDT and IEP Forms Matrix

****If you have other situations that come up that are not listed, please email Carrie Foster or Melissa Weber-Arnold so they can be added!**

****For guidance on filling out paperwork and holding meetings see the [A to Z- Resources for Special Education](#)**

Table of Contents	
MDTs	Parent Revocations
IEPs	Unique Situations
Transfer in from in state or out of state	Student attends out of district programs
LPS students leaving or returning	Student moves during MDT process
SE Timelines	

Meeting	Paperwork
MDT Initial, verifies	<p>Before Evaluation:</p> <ul style="list-style-type: none"> • HS0032 Form • Evaluation PWN • Parent/Guardian Consent for Individual Evaluation Guidance <p>Before Meeting:</p> <ul style="list-style-type: none"> • Notice of Meeting Request • MDT Report Draft <p>At Meeting:</p> <ul style="list-style-type: none"> • MDT Signature Page • LPS00-LPS Consent of Initial Placement in Special Education Services for School Age • Parents Rights and Responsibilities Booklet <p>After Meeting</p> <ul style="list-style-type: none"> • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • MDT Report
MDT Initial evaluation does not verify	<p>Before Evaluation:</p> <ul style="list-style-type: none"> • HS0032 Form • Evaluation PWN • Parent/Guardian Consent for Individual Evaluation Guidance

	<p>Before Meeting:</p> <ul style="list-style-type: none"> • Notice of Meeting Request • MDT Report Draft <p>At Meeting:</p> <ul style="list-style-type: none"> • MDT Signature Page • Parents Rights and Responsibilities Booklet <p>After Meeting;</p> <ul style="list-style-type: none"> • MDT Report • DNO/Discontinuation PWN • Refer MTSS or 504 team • Follow Exit Process
MDT Reevaluation, Continues to qualify in all of the same areas	<p>Before Evaluation:</p> <ul style="list-style-type: none"> • HS0032 Form • Evaluation PWN • Parent/Guardian Consent for Individual Evaluation Guidance <p>Before Meeting:</p> <ul style="list-style-type: none"> • Notice of Meeting Request • MDT Report Draft <p>At Meeting:</p> <ul style="list-style-type: none"> • MDT Signature Page • Parents Rights and Responsibilities Booklet <p>After Meeting:</p> <ul style="list-style-type: none"> • MDT Report • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day)
MDT Reevaluation, Continues to qualify, but not in all areas.	<p>Before Evaluation:</p> <ul style="list-style-type: none"> • HS0032 Form • Evaluation PWN • Parent/Guardian Consent for Individual Evaluation Guidance <p>Before Meeting:</p> <ul style="list-style-type: none"> • Notice of Meeting Request • MDT Report Draft <p>At Meeting:</p> <ul style="list-style-type: none"> • MDT Signature Page • Parents Rights and Responsibilities Booklet <p>After Meeting:</p> <ul style="list-style-type: none"> • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • MDT Report

	<ul style="list-style-type: none"> Under “Results of Initial Evaluation or most recent evaluation of the child”, include MTSS supports that will remain in place for the dismissed eligibility area. The team could also document accommodations that will remain in place.
MDT Reevaluation, Continues to qualify, primary verification changes or student qualifies in additional areas	<p>Before Evaluation:</p> <ul style="list-style-type: none"> HS0032 Form Evaluation PWN Parent/Guardian Consent for Individual Evaluation Guidance <p>Before Meeting</p> <ul style="list-style-type: none"> Notice of Meeting Request MDT Report Draft <p>At Meeting:</p> <ul style="list-style-type: none"> MDT Signature Page Parents Rights and Responsibilities Booklet <p>After Meeting:</p> <ul style="list-style-type: none"> Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) MDT Report
MDT Reevaluation, no Longer Qualifies	<p>Before Evaluation:</p> <ul style="list-style-type: none"> HS0032 Form Evaluation PWN Parent/Guardian Consent for Individual Evaluation Guidance <p>Before Meeting:</p> <ul style="list-style-type: none"> Notice of Meeting Request MDT Report Draft <p>At Meeting:</p> <ul style="list-style-type: none"> MDT Signature Page Parents Rights and Responsibilities Booklet <p>After Meeting:</p> <ul style="list-style-type: none"> DNO/Discontinuation PWN MDT Report Refer to MTSS or 504 Team Follow Exit Process
MDT where no change in verification and no new info is needed	<p>Notice of Meeting Request (if having a meeting)</p> <p>Notice of School District's Decisions Regarding Determination of Evaluation</p>
MDT where all team members agree that no new information is needed, the student is verified as SLD, SLI, or DD, and no longer requires support in an area. For example, a student with SLD in Reading	<p>Notice of Meeting Request (if having a meeting)</p> <p>Notice of School District's Decisions Regarding Determination of Evaluation</p>

Fluency and Reading Comprehension no longer requires Reading Fluency Support. This situation would only happen for students with an SLD, SLI, or DD verification. May not be used if adding an area. Example: currently SLD reading and want to add math.	
Initial MDT held after 60 calendar days	<ul style="list-style-type: none"> • Resources when eval timeline was not met
Initial MDT held without parents	<ul style="list-style-type: none"> • Documenting attempts to hold SE meetings • Documenting Attempts to Get SE Paperwork Signed
Re-evaluation held without parents	<ul style="list-style-type: none"> • Documenting attempts to hold SE meetings • Documenting Attempts to Get SE Paperwork Signed
Parent or Staff Request for Eval	<ul style="list-style-type: none"> • Evaluation Request Guidance
IEP Meeting	<p>Before Meeting:</p> <ul style="list-style-type: none"> • Notice of Meeting Request • Consent for Outside Agency Involvement (For students who have a transition plan) <p>At Meeting:</p> <ul style="list-style-type: none"> • IEP Report Draft • IEP Signature Page • Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ○ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ○ Initial IEPs--check “no” if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services ○ If a student receives only adult support and a MIPS page does not automatically populate, skip. • Parents Rights and Responsibilities Booklet • Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. <p>Ride Guide Special Education</p> <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian ■ Spanish ■ Ukrainian ■ Vietnamese

	<p>After Meeting:</p> <ul style="list-style-type: none"> • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • IEP Report (attach MTSS plan if applicable)
IEP Amendment	<ul style="list-style-type: none"> • Amendment SOD
IEP Meeting-- team dismisses from one verification but continuing another verification	<p>An IEP team can determine services are no longer needed during an IEP. The student will be dismissed from one verification area but will continue services under another. Make sure all required MDT members are in attendance if the meeting becomes an MDT. Move students to the re-evaluation process.</p> <p>Before Meeting:</p> <ul style="list-style-type: none"> • Notice of Meeting Request • Consent for Outside Agency Involvement (For students who have a transition plan) <p>At Meeting</p> <ul style="list-style-type: none"> • Evaluation PWN • LPS 05 - Parent/Guardian Consent for Individual Evaluation Guidance • MDT signature page • Parents Rights and Responsibilities Booklet <p>After Meeting</p> <ul style="list-style-type: none"> • MDT Report <ul style="list-style-type: none"> ○ On the MDT Report, in the verification statement, state the verification (e.g., SLD) will continue and will be reevaluated prior to XX-XX-XXXX (the original re-evaluation date). ○ Copy/paste a summary of the information from the previous MDT report that supported the verification category that will be continued (e.g., SLD) into the new MDT report. • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • Manually change the re-evaluation date in Synergy so it reflects the original re-evaluation date. <p>Example:</p> <ul style="list-style-type: none"> ■ Students were verified SLD and SLI on 10-5-14. ■ The team agreed to dismiss the student from SLI only on 9-15-15. ■ Change the re-evaluation date to 10-4-17 on the Process Docs page so the SLD verification is reviewed within three years.
IEP Meeting- student is verified as SLD, SLI, or DD and no longer needs support in an area. For example, a student is SLD in Reading Fluency and Reading Comprehension and no longer needs Reading Fluency Support. This situation would only happen for students with an SLD, SLI, or DD verification.	<p>Before Meeting:</p> <ul style="list-style-type: none"> • Notice of Meeting Request • Consent for Outside Agency Involvement (For students who have a transition plan) <p>At Meeting:</p> <ul style="list-style-type: none"> • IEP Report Draft • IEP Signature Page • Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ○ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ○ If a student receives only adult support and a MIPS page does not automatically populate, skip.

	<ul style="list-style-type: none"> • Parents Rights and Responsibilities Booklet • Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. <p>Ride Guide Special Education</p> <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian ■ Spanish ■ Ukrainian ■ Vietnamese <p>After Meeting:</p> <ul style="list-style-type: none"> • IEP Report (attach MTSS plan if applicable) • Consider adding accommodations in the new IEP for the recently dismissed area • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day)
IEP Meeting team determines needs do not connect with current verification and there is another suspected disability	Move the student to the re-evaluation process in Synergy SE and follow the appropriate MDT paperwork guidance.
IEP Meeting- team dismisses from special education	<p>An IEP team can determine services are no longer needed during an IEP. Make sure all required MDT members are in attendance if the meeting becomes an MDT. The team starts with an IEP meeting to review the present level of performance, then asks parents permission to move into an MDT to discuss dismissal.</p> <p>Before Meeting:</p> <ul style="list-style-type: none"> • Notice of Meeting Request <p>Follow “MDT Re-Evaluation, No Longer Qualifies” guidance</p>
New Student Enters LPS with IEP from a Nebraska School District who needs new MDT.	<p>Ensure the enrollment date in SIS and SE are the same. Enrollment date can be found, Student > Enrollment Tab > Original Enter Date.</p> <p>Place the student in the reevaluation process within Synergy.</p> <p>Temporary IEP</p> <ul style="list-style-type: none"> • Transfer IEP Guidance <p>Pre-MDT</p> <ul style="list-style-type: none"> • Notice of Meeting Request

	<ul style="list-style-type: none"> • Evaluation PWN • Parent/Guardian Consent for Individual Evaluation Guidance • Parents Rights and Responsibilities Booklet <p>MDT 2</p> <ul style="list-style-type: none"> • Notice of Meeting Request • MDT Signature Page • MDT Report • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • Parents Rights and Responsibilities Booklet <p>IEP (if student verifies)</p> <ul style="list-style-type: none"> • Notice of Meeting Request • Consent for Outside Agency Involvement (For students who have a transition plan) • IEP Report (attach MTSS plan if applicable) • IEP Signature Page • Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ○ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ○ Initial IEPs always populate a MIPS Consent Tab--check “no” if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services ○ If a student receives only adult support and a MIPS page does not automatically populate, skip. • Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. <div style="margin-left: 40px;"> Ride Guide Special Education <ul style="list-style-type: none"> • Arabic • Dari • English • Karen • Pashto • Russian • Spanish • Ukrainian • Vietnamese </div> • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • Parents Rights and Responsibilities Booklet
<p>New Student Enters LPS with IEP from a Nebraska School District and the team is accepting the current MDT.</p>	<p>Ensure the enrollment date in SIS and SE are the same. Enrollment date can be found, Student > Enrollment Tab > Original Enter Date.</p> <p>Place the student in the reevaluation process within Synergy.</p> <p>MDT</p>

	<ul style="list-style-type: none"> • Notice of Meeting Request • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • MDT signature page • Upload current MDT, the Synergy generated MDT Report can be skipped/deleted, the circle to the right needs to be red to finalize the IEP • Parent/Guardian Consent for Individual Evaluation Guidance • Parents Rights and Responsibilities Booklet • Update “Student Disability” page in Synergy to ensure dates are correct. *Note: Do not re-start the re-evaluation clock. Use the original date. This will require you to manually set the next MDT date. <p>IEP</p> <ul style="list-style-type: none"> • Notice of Meeting Request • Consent for Outside Agency Involvement (For students who have a transition plan) • IEP Report (attach MTSS plan if applicable) • IEP Signature Page • Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ○ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ○ Initial IEPs always populate a MIPS Consent Tab--check “no” if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services ○ If a student receives only adult support and a MIPS page does not automatically populate, skip. • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • Parents Rights and Responsibilities Booklet • Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. Ride Guide Special Education <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian ■ Spanish ■ Ukrainian ■ Vietnamese
New Student Enters LPS with IEP from a Out of State District, needs new MDT	Ensure the enrollment date in SIS and SE are the same. Enrollment date can be found, Student > Enrollment Tab > Original Enter Date.

Place the student in the initial evaluation process within Synergy.

Temporary IEP

- [Transfer IEP Guidance](#)

MDT

- [Notice of Meeting Request](#)
- [Evaluation PWN](#)
- [Parent/Guardian Consent for Individual Evaluation Guidance](#)
- MDT signature page
- Upload current MDT, the Synergy generated MDT Report can be skipped/deleted, the circle to the left needs to be clear to finalize the IEP
- LPS00-LPS Consent of Initial Placement in Special Education Services for School Age
- [Parents Rights and Responsibilities Booklet](#)
- Update “[Student Disability](#)” page in Synergy to ensure dates are correct.
*Note: Do not re-start the re-evaluation clock. Use the original date. This will require you to manually set the next MDT date.

IEP

- [Notice of Meeting Request](#)
- [Consent for Outside Agency Involvement](#) (For students who have a transition plan)
- IEP Report (attach MTSS plan if applicable)
- IEP Signature Page
- Medicaid (MIPS) Consent Form
 - SLP, OT, PT, Therapy, Nursing, Adult Support Services Only
 - Initial IEPs--check “no” if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services
 - If a student receives only adult support and a MIPS page does not automatically populate, skip.
- [Summary of Decisions PWN](#) (Needs to be sent to parents the day of the meeting or the next school day)
- [Parents Rights and Responsibilities Booklet](#)
- [Transportation Ride Guide and Parent Acknowledgement](#) - All **students who qualify for transportation** need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is **ONLY** for **students who qualify for transportation**.

Ride Guide Special Education

- [Arabic](#)
- [Dari](#)
- [English](#)
- [Karen](#)
- [Pashto](#)
- [Russian](#)
- [Spanish](#)
- [Ukrainian](#)

<p>New Student Enters LPS with IEP from a Out of State District and the team is accepting the current MDT</p>	<div data-bbox="808 38 993 71"> <ul style="list-style-type: none"> ■ Vietnamese </div> <p>Place the student in the initial process within Synergy. Ensure the enrollment date in SIS and SE are the same. Enrollment date can be found, Student > Enrollment Tab > Original Enter Date.</p> <p>MDT</p> <ul style="list-style-type: none"> ● Notice of Meeting Request ● MDT signature page ● Upload current MDT, the Synergy generated MDT Report can be skipped/deleted, the circle to the left needs to be clear to finalize the IEP ● Parent/Guardian Consent for Individual Evaluation Guidance ● Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ● LPS00-LPS Consent of Initial Placement in Special Education Services for School Age ● Parents Rights and Responsibilities Booklet ● Update “Student Disability” page in Synergy to ensure dates are correct. <div data-bbox="758 557 2011 626"> <p>*Note: Do not re-start the re-evaluation clock. Use the original date. This will require you to manually set the next MDT date.</p> </div> <p>IEP</p> <ul style="list-style-type: none"> ● Notice of Meeting Request ● Consent for Outside Agency Involvement (For students who have a transition plan) ● IEP Report (attach MTSS plan if applicable) ● IEP Signature Page ● Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ○ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ○ Initial IEPs always populate a MIPS Consent Tab--check “no” if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services ○ If a student receives only adult support and a MIPS page does not automatically populate, skip. ● Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ● Parents Rights and Responsibilities Booklet ● Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. <p>Ride Guide Special Education</p> <div data-bbox="808 1312 951 1520"> <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian </div>
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	<ul style="list-style-type: none"> ■ Spanish ■ Ukrainian ■ Vietnamese
Students leaves LPS, then returned, LPS MDT is not current, accepting MDT from other district (NE or not NE)	<p>Place the student in the reevaluation process within Synergy. Ensure the enrollment date in SIS and SE are the same. Enrollment date can be found, Student > Enrollment Tab > Original Enter Date.</p> <p>MDT</p> <ul style="list-style-type: none"> ● Notice of Meeting Request ● Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ● MDT signature page ● Upload current MDT, the Synergy generated MDT Report can be skipped/deleted, the circle to the left needs to be clear to finalize the IEP ● Parents Rights and Responsibilities Booklet ● Parent/Guardian Consent for Individual Evaluation Guidance ● Update “Student Disability” page in Synergy to ensure dates are correct. *Note: Do not re-start the re-evaluation clock. Use the original date. This will require you to manually set the next MDT date. <p>IEP</p> <ul style="list-style-type: none"> ● Notice of Meeting Request ● Consent for Outside Agency Invovlment (For students who have a transition plan) ● IEP Report (attach MTSS plan if applicable) ● IEP Signature Page ● Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ○ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ○ Initial IEPs--check “no” if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services ○ If a student receives only adult support and a MIPS page does not automatically populate, skip. ● Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ● Parents Rights and Responsibilities Booklet ● Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. <p>Ride Guide Special Education</p> <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian

	<ul style="list-style-type: none"> ■ Spanish ■ Ukrainian ■ Vietnamese
Students leaves LPS, then returned, MDT not current	<p>Place the student in reevaluation process within Synergy. Ensure the enrollment date in SIS and SE are the same. Enrollment date can be found, Student > Enrollment Tab > Original Enter Date.</p> <p>Place the student in the reevaluation process within Synergy.</p> <p>Temporary IEP</p> <ul style="list-style-type: none"> ● Transfer IEP Guidance <p>MDT</p> <ul style="list-style-type: none"> ● Notice of Meeting Request ● Evaluation PWN ● Parent/Guardian Consent for Individual Evaluation Guidance ● MDT signature page ● MDT Report ● Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ● Parents Rights and Responsibilities Booklet <p>IEP (if student verifies)</p> <ul style="list-style-type: none"> ● Notice of Meeting Request ● Consent for Outside Agency Invovlment (For students who have a transition plan) ● IEP Report (attach MTSS plan if applicable) ● IEP Signature Page ● Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ○ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ○ Initial IEPs--check “no” if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services ○ If a student receives only adult support and a MIPS page does not automatically populate, skip. ● Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ● Parents Rights and Responsibilities Booklet ● Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. <p>Ride Guide Special Education</p> <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian

	<ul style="list-style-type: none"> ■ Spanish ■ Ukrainian ■ Vietnamese
Student leaves LPS, then returned, LPS MDT is still current	<p>Ensure the enrollment date in SIS and SE are the same. Enrollment date can be found, Student > Enrollment Tab > Original Enter Date.</p> <ul style="list-style-type: none"> ● Notice of Meeting Request ● Consent for Outside Agency Involvement (For students who have a transition plan) ● IEP Report (attach MTSS plan if applicable) ● IEP Signature Page ● Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ○ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ○ If a student receives only adult support and a MIPS page does not automatically populate, skip. ● Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ● Parents Rights and Responsibilities Booklet ● Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. Ride Guide Special Education <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian ■ Spanish ■ Ukrainian ■ Vietnamese ● Update "Student Disability" page in Synergy to ensure dates are correct.
Parent reports a student will leave the state or country for an extended period of time, when student returns, MDT is still current	<p>Ensure the enrollment date in SIS and SE are the same. Enrollment date can be found, Student > Enrollment Tab > Original Enter Date.</p> <p>When the student leaves:</p> <ul style="list-style-type: none"> ● Notice of Meeting Request (if having a meeting) ● Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ● Parents Rights and Responsibilities Booklet ● Follow Exit Process Ensure the enrollment and exit dates in SIS and SE are the same. <p>When the student returns:</p> <ul style="list-style-type: none"> ● Notice of Meeting Request (If a meeting is held) ● Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day)

	<ul style="list-style-type: none"> • Update “Student Disability” page in Synergy to ensure dates are correct. • Parents Rights and Responsibilities Booklet <p>If IEP is not current, hold an IEP meeting and follow the IEP process.</p>
Parent reports a student will leave the state or country for an extended period of time, when student returns MDT is not current	<p>Ensure the enrollment date in SIS and SE are the same. Enrollment date can be found, Student > Enrollment Tab > Original Enter Date.</p> <p>When the student leaves:</p> <ul style="list-style-type: none"> • Notice of Meeting Request (if having a meeting) • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • Parents Rights and Responsibilities Booklet • Follow Exit Process Ensure the enrollment and exit dates in SIS and SE are the same. <p>When the student returns:</p> <p>Place the student in reevaluation process within Synergy. Ensure the enrollment date in SIS and SE are the same. Enrollment date can be found, Student > Enrollment Tab > Original Enter Date.</p> <p>Temporary IEP</p> <ul style="list-style-type: none"> • Transfer IEP Guidance <p>MDT</p> <ul style="list-style-type: none"> • Notice of Meeting Request • Evaluation PWN • Parent/Guardian Consent for Individual Evaluation Guidance • MDT Report • MDT signature page • Parents Rights and Responsibilities Booklet <p>IEP (if student verifies)</p> <ul style="list-style-type: none"> • Notice of Meeting Request • Consent for Outside Agency Involvement (For students who have a transition plan) • IEP Report (attach MTSS plan if applicable) • IEP Signature Page • Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ○ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ○ Initial IEPs--check “no” if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services ○ If a student receives only adult support and a MIPS page does not automatically populate, skip. • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • Parents Rights and Responsibilities Booklet • Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for

	<p>transportation.</p> <p>Ride Guide Special Education</p> <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian ■ Spanish ■ Ukrainian ■ Vietnamese
Parent Declines during initial evaluation	<ul style="list-style-type: none"> ● Notice of Meeting Request ● Consent of Initial Placement in Special Education Services, parent chooses “no” ● Summary of Decisions PWN --documenting LPS does not agree (Needs to be sent to parents the day of the meeting or the next school day) ● MDT Signature Page ● MDT Report ● Refer student back to MTSS or 504 team ● Parents Rights and Responsibilities Booklet ● Refer student back to MTSS or 504 Plan ● Follow Exit Process
Parent revokes services at the 3 year reevaluation	<ul style="list-style-type: none"> ● Notice of Meeting Request ● Revocation of Consent ● Summary of Decisions PWN ----documenting LPS does not agree (Needs to be sent to parents the day of the meeting or the next school day) ● MDT Report ● MDT signature page ● Parents Rights and Responsibilities Booklet ● Refer student back to MTSS or 504 team ● Follow Exit Process
Parent revokes services any time during the year	<ul style="list-style-type: none"> ● Notice of Meeting Request ● Revocation of Consent ● Summary of Decisions PWN --documenting LPS does not agree (Needs to be sent to parents the day of the meeting or the next school day) ● Parents Rights and Responsibilities Booklet ● Refer student back to MTSS or 504 team ● Follow Exit Process

<p>Parent(s) revoked services or didn't sign initial consent prior, but then decides they want services. MDT is current.</p> <p>Includes students who did not receive services during homeschooling and are now returning</p>	<ul style="list-style-type: none"> • LPS00-LPS Consent of Initial Placement in Special Education Services for School Age • Notice of Meeting Request • Consent for Outside Agency Involvement (For students who have a transition plan) • IEP Report (attach MTSS plan if applicable) • IEP Signature Page • Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ◦ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ◦ If a student receives only adult support and a MIPS page does not automatically populate, skip. • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • Parents Rights and Responsibilities Booklet • Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. Ride Guide Special Education <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian ■ Spanish ■ Ukrainian ■ Vietnamese • Update "Student Disability" page in Synergy to ensure dates are correct.
<p>Parent(s) revoked services, but then decides they want services. MDT is not current.</p> <p>Includes students who did not receive services during homeschooling and are now returning</p>	<p>Place the student in initial process within Synergy. Ensure the enrollment date in SIS and SE are the same. Enrollment date can be found, Student > Enrollment Tab > Original Enter Date.</p> <p>MDT</p> <ul style="list-style-type: none"> • Notice of Meeting Request • Evaluation PWN • Parent/Guardian Consent for Individual Evaluation Guidance • MDT Report • MDT signature page • Consent of Initial Placement in Special Education Services for School Age • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • Parents Rights and Responsibilities Booklet <p>IEP (if student verifies)</p> <ul style="list-style-type: none"> • Notice of Meeting Request

	<ul style="list-style-type: none"> • Consent for Outside Agency Involvement (For students who have a transition plan) • IEP Report (attach MTSS plan if applicable) • IEP Signature Page • Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ○ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ○ Initial IEPs--check “no” if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services ○ If a student receives only adult support and a MIPS page does not automatically populate, skip. • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • Parents Rights and Responsibilities Booklet • Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. Ride Guide Special Education <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian ■ Spanish ■ Ukrainian ■ Vietnamese
Parent does not attend a meeting	<ul style="list-style-type: none"> • See this guidance document
Parents & District Do Not Agree	<p>Parents make a request that the school district does not agree to, LPS responds with written documentation. OR If a parent does not agree with data or assessment results.</p> <ul style="list-style-type: none"> • Notice of Meeting Request • Summary of Decisions PWN(Needs to be sent to parents the day of the meeting or the next school day) • Parents Rights and Responsibilities Booklet
Parents are allowing a student to drop out	<ul style="list-style-type: none"> • Revocation of Consent • Summary of Decisions PWN --document LPS does not agree (Needs to be sent to parents the day of the meeting or the next school day) • Parents Rights and Responsibilities Booklet • For Full process see this document: Dropping Students from SE • Follow Exit Process

Dropping a student who is no longer attending an LPS school/program and you cannot get into contact with the family	<ul style="list-style-type: none"> • Notice of Meeting Request • Revocation of Consent • Summary of Decisions PWN --document LPS does not agree (Needs to be sent to parents the day of the meeting or the next school day) • Refer student back to MTSS • Parents Rights and Responsibilities Booklet • For Full process see this document: Dropping Students from SE • Follow Exit Process
Graduating Senior Paperwork	<ul style="list-style-type: none"> • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • Summary of Performance • For full process see this document: Graduation Exit Process
Student passes away	<ul style="list-style-type: none"> • Summary of Decisions PWN – Do NOT send home • Follow Exit Process
Manifestation Meeting	<ul style="list-style-type: none"> • Notice of Meeting Request • Manifestation Determination and Review Documentation • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • Parents Rights and Responsibilities Booklet
Safety Plan Meeting- plan is being added. placement is not impacted	<ul style="list-style-type: none"> • Safety Plan Document • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day)
FBA/BIP Completed outside of an IEP Meeting and there is no change to the IEP. *If there is a change to the IEP, an IEP amendment should be completed also.	<ul style="list-style-type: none"> • FBA/BIP Documents • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day)
Safety Plan Meeting- plan is being added. placement is impacted	<p>Before Meeting:</p> <ul style="list-style-type: none"> • Notice of Meeting Request • Consent for Outside Agency Involvement (For students who have a transition plan) <p>At Meeting:</p> <ul style="list-style-type: none"> • IEP Report Draft • IEP Signature Page • Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ○ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ○ Initial IEPs--check “no” if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services ○ If a student receives only adult support and a MIPS page does not automatically populate, skip. • Parents Rights and Responsibilities Booklet • Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for

	<p>transportation.</p> <p>Ride Guide Special Education</p> <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian ■ Spanish ■ Ukrainian ■ Vietnamese <p>After Meeting:</p> <ul style="list-style-type: none"> ● Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ● Safety Plan Document ● IEP Report (attach MTSS plan if applicable)
Students attend ABA full time	<ul style="list-style-type: none"> ● Notice of Meeting Request, if having a meeting ● Follow this guidance ● Revocation of Consent ● Summary of Decisions PWN --documenting LPS does not agree (Needs to be sent to parents the day of the meeting or the next school day) ● Behaven Guidelines
Students attend ABA partial days	<ul style="list-style-type: none"> ● Notice of Meeting Request, if having a meeting ● Follow this guidance ● Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ● Behaven Guidelines
Student attends Hope Spoke Extended Day Services and will miss part of the school day, LPS staff made the referral for enrollment	<p>Only complete this process if the student's IEP services are impacted based on the shortened school day</p> <ul style="list-style-type: none"> ● Notice of Meeting Request ● Consent for Outside Agency Involvement (For students who have a transition plan) ● IEP Report (attach MTSS plan if applicable) ● IEP Signature Page ● Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ○ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ○ Initial IEPs--check "no" if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services ○ If a student receives only adult support and a MIPS page does not automatically populate, skip. ● Summary of Decisions PWN- document when the student leaves and returns (Needs to be sent to parents the day of the meeting or the next school day) ● Parents Rights and Responsibilities Booklet

	<ul style="list-style-type: none"> ● Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. <p>Ride Guide Special Education</p> <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian ■ Spanish ■ Ukrainian ■ Vietnamese
Student Moves into a Rule 18 , Rule 10 Special Purpose School (see page 4) or BEST Placement	<ul style="list-style-type: none"> ● Contact Carol Winant to let her know a student has enrolled at a Rule 18, Rule 10 Special Purpose School, or BEST ● After talking with Carol, follow the guidance document that applies: <ul style="list-style-type: none"> ○ Rule 18 IEP statement template ○ Rule 10 special purpose IEP statement template ○ BEST IEP statement template ● Summary of Decisions PWN- document when the student leaves and returns (Needs to be sent to parents the day of the meeting or the next school day)
Parent(s) decide to homeschool their child and parents want services	<ul style="list-style-type: none"> ● Notice of Meeting Request ● New IEP that documents services while the student is homeschooled (attach MTSS plan if applicable) ● Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ● Parents Rights and Responsibilities Booklet
Parent(s) decide to homeschool their child and parents do not want services	<ul style="list-style-type: none"> ● Notice of Meeting Request ● Revocation of Consent ● Summary of Decisions PWN--documenting LPS does not agree (Needs to be sent to parents the day of the meeting or the next school day) ● Parents Rights and Responsibilities Booklet ● Follow Exit Process
Student moves to a new district	<ul style="list-style-type: none"> ● Summary of Decisions PWN explaining the change of placement (Needs to be sent to parents the day of the meeting or the next school day) ● Follow Exit Process
Student moves prior to testing being completed	<p>MDT Report</p> <ul style="list-style-type: none"> ● Enter all the testing data that has been completed THUS far

	<ul style="list-style-type: none"> • In the Reason for Referral area, write a summary of what occurred, e.g., "Parents signed consent to test on 1/6/16. Testing began, and the student moved on 1/22/16, before testing could be completed. Below is a summary of the test results. Please note this was not reviewed with parents, due to their relocation. This MDT is not being sent home to parents, but is a record of testing that was completed prior to relocation." • Finalize MDT. Do not send it home. Registrar will need to send MDT to the new school. <p>If initial, exit student from SE (choose "exit without eval," and then describe in the box that the student moved in the middle of assessment.</p> <p>If re-eval, follow "Student moves to a new district" guidance above.</p>
Student moves before MDT is held but all testing is completed	<p>MDT Report</p> <ul style="list-style-type: none"> • Hold the MDT meeting without parents. • Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) • Indicate on the signature page that the parent did not attend due to moving. • Finalize MDT. Do not send it home. Registrar will need to send MDT to the new school. <p>If initial, exit student from SE (choose "exit without eval," and then describe in the box that the student moved in the middle of assessment.</p> <p>If re-eval, follow "Student moves to a new district" guidance above.</p>
Student attends a non public school in Lincoln, then moves to a public school within LPS or vice versa	<ul style="list-style-type: none"> • If there are no changes to the IEP, no paperwork is needed. DO NOT EXIT THEM FROM SYNERGY SE • If there are changes to the IEP, hold an IEP meeting (or amend if appropriate) <ul style="list-style-type: none"> ○ Notice of Meeting Request ○ Consent for Outside Agency Involvement (For students who have a transition plan) ○ IEP Report (attach MTSS plan if applicable) ○ IEP Signature Page ○ Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ■ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ■ Initial IEPs--check "no" if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services ■ If a student receives only adult support and a MIPS page does not automatically populate, skip. ○ Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ○ Parents Rights and Responsibilities Booklet ○ Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. <p>Ride Guide Special Education</p> <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto

	<ul style="list-style-type: none"> ■ Russian ■ Spanish ■ Ukrainian ■ Vietnamese
Student received early childhood services within LPS and is now moving to kindergarten	<ul style="list-style-type: none"> ● If there are no changes to the IEP, no paperwork is needed. DO NOT EXIT THEM FROM SYNERGY SE if they are going to an LPS or Nonpublic School in Lincoln ● If there are changes to the IEP, hold and IEP meeting (or amend if appropriate) <ul style="list-style-type: none"> ○ Notice of Meeting Request ○ IEP Report (attach MTSS plan if applicable) ○ IEP Signature Page ○ Medicaid (MIPS) Consent Form <ul style="list-style-type: none"> ■ SLP, OT, PT, Therapy, Nursing, Adult Support Services Only ■ Initial IEPs--check “no” if not getting SLP, OT, PT, Therapy, Nursing, Adult Support Services ■ If a student receives only adult support and a MIPS page does not automatically populate, skip. ○ Summary of Decisions PWN (Needs to be sent to parents the day of the meeting or the next school day) ○ Parents Rights and Responsibilities Booklet ○ Transportation Ride Guide and Parent Acknowledgement - All students who qualify for transportation need a signed parent acknowledgement form uploaded into the current IEP process folder in Synergy, and parents need to be provided with the Transportation Guidelines Ride Guide (Below). This is ONLY for students who qualify for transportation. <p>Ride Guide Special Education</p> <ul style="list-style-type: none"> ■ Arabic ■ Dari ■ English ■ Karen ■ Pashto ■ Russian ■ Spanish ■ Ukrainian ■ Vietnamese