

# PROCEDURAL HANDBOOK

## 11

### SELPA Forms

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**Complete List of SELPA Forms (7-9-2010)**

\_\_\_\_\_ ALPHA LISTING        X   NUMERICAL LISTING

<b>Title</b>	<b>JPA Approved</b>	<b>(E) (S)</b>	<b>#</b>
Program Expansion	1/29/2003	E	1
Regional Program Operator Request for Funding for Additional Support Staff (Pages 1-3)	5/3/2010	E	2
Parent Consent for Release of Information	2/1/2010 2/1/2010	E S	3
Parental and Adult Students' Rights and Procedural Safeguards for Special Education (Pages 1-10)	1/27/2009 1/27/2009	E S	4
Classroom Evaluation to Determine the Need for Individual Instruction Assistant Support (Pages 1-4) (Optional Form)	12/19/2008 4/15/2009	E S	5
OT Physician's Cover Letter	2/1/2010	E	6
IEP Team Member Input Into the Development of the IEP	2/21/2006	E	7
California Modified Assessment Survey	6/7/2010 6/7/2010	E S	8
Audiological Services Referral	9/14/2009 9/14/2009	E S	9
Behavior Support Plan - Expanded (Pages 1-5)	1/29/2009	E	10
Behavior Support Plan - Expandable (Pages 1-2)	3/31/2009	S	10
Behavior Support Plan - Expandable (Pages 1-3)	3/31/2009	E	10a
Consent for Extension of 60-Day Timeline for Assessment	12/15/2005 2/22/2006	E S	11
Statement of Program Components for Pupils Who Are Deaf and Hard of Hearing	6/25/2001 8/22/2003	E S	12
Three-Year Reevaluation and Requested Reassessment Determination	8/25/2008 8/25/2008	E S	13
Notice of Graduation with a Regular High School Diploma	2/16/2006 2/16/2006	E S	14
Student Referral Form to Santa Barbara County Alcohol, Drug and Mental Health Services	9/01/2009 9/01/2009	E S	15
Physician's Form for Related Services	2/1/2010	E	16
Parent/Guardian Notification of a Resolution Session	10/02/2006 10/02/2006	E S	17
Prior Written Notice - Cessation of Special Education and Related Services	2/1/2010 2/1/2010	E S	18

Agenda - Individualized Education Program (IEP) Meeting	12/8/2008	E	19
Notification of Placement of Individual with Exceptional Needs in Licensed Childrens Institutions and Foster Homes	6/7/2010	E	20
Consideration of ESY & Worksheet (Pages 1-2)	11/21/2008 4/21/2009		21
Appointment of Educational Representative	4/1999 2/21/2006	E S	22
Surrogate Volunteer Training Certification	12/1994	E	23
Appointment/Acceptance of Surrogate Volunteer	12/1994	E	24
Surrogate Volunteer Evaluation	12/1994	E	25
Surrogate Volunteer Post Test (Pages 1-2)	12/1994	E	26
Notice of Meeting and Intent to Participate - Private School Student Service Plan Meeting	1/09/2001 8/22/2003	E S	27
Regional Program Referral Process (Pages 1-3)	12/14/2009	E	28
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Annual Notice to Parents of Parentally Placed Students with Disabilities in Private School	8/18/2000 8/18/2000	E S	30
Complaint Form (Pages 1-2)	5/04/2009 5/14/2009	E S	31
Parent Certification of Intent to Continue Their Child's Enrollment in Private School	10/03/2006 10/03/2006	E S	32
Educational Representative (Surrogate Volunteer) Information/Registration	5/21/2003	E	33
Behavior Emergency Incident Report (Pages 1-2)	6/5/2007	E	34
Behavior Intervention Plan (minor modifications) Amendments to Behavior Plan	7/8/2010 7/8/2010	E S	35
Notice of Decision to Take Disciplinary Action	10/07/2009	E	36
Post Secondary Follow-up Letter	4/26/2007	E	37
Dispute Resolution/Due Process Funding Assistance Request Form (Pages 1-2)	11/3/2008	E	38
Due Process Reserve Funding Request Form (Pages 1-2)	11/3/2008	E	39
SPED Preschool to Kindergarten Instructional Aide Needs Observation/Screening Report (Pages 1-3)	10/20/2008	E	40
IEP Team Member Excusal (Pages 1-2)	11/8/2005 12/14/2005	E S	41
Coversheet for FAA & PBIP Development - Section 1 of 4 (Pages1-10)	1/28/2009	E	42
California Alternate Performance Assessment Participation Criteria	5/13/2004 8/24/2004	E S	43
Assistive Technology Needs Assessment (Pages 1-2)	2/6/2009	E	44
Regional Program ESY Set Up Procedures	5/4/2009	E	45
Certificate of Completion	9/14/2009 9/14/2009	E S	46
Functional Behavioral Assessment Summary	9/14/2009	E	47

CASHEE Notification	6/04/2009 7/01/2009	E S	48
Private School Assessment Request Checklist - Optional	9/14/2009	E	49
Prior Written Notice - Parent Revokes Consent to Special Education (Pages 1-2)	2/1/2010	E	50
Program Transfer (Pages 1-4)	2/1/2010	E	51
Memo to Licensed Children's Institutions (LCI's) and Foster Family Homes (FFH's)	8/24/2009	E	52
Memo to Agencies Requesting Specific Information	8/26/2009	E	53
Request for Information from Noneducational Agency	8/06/2009	E	54
OT Referral Steps Checklist	2/1/2010	E	55
Tools for Teachers...Motor/Sensory Delays	2/5/2010	E	56
Occupational Therapy (OT) Assessment Referral Packet (12 Pages)	2/1/2010	E	57
Parent/Guardian Travel Reimbursement Guidelines For Out of County Residential Nonpublic School Student Placements	5/3/2010	E	58
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Tools for Teachers...Motor/Sensory Delays	2/5/2010	E	56

## Procedure for Accessing Forms

### **Step #1 - Copy Form from Section 11 or 12 of your Procedural Handbook**

(Note: After a new or revised form is JPA Board approved it will be emailed out to all Coordinating Committee members within two business days in order for each member to update their Procedural Handbook – Forms Section 11 or 12)

*If you cannot find the form in the Procedural Handbook or need a digital copy...*

### **Step #2 - Download form from SEIS document library**

(Note: After a new or revised form is JPA Board approved it will be uploaded to the SEIS document library within two business days)

*If you cannot find the form in SEIS...*

### **Step #3 – Request the form from Secretary, Lisa Fernandez (805-683-1424) [lfernandez@sbceo.org](mailto:lfernandez@sbceo.org)**

(Note – Lisa Fernandez’s computer is where all adopted final versions are maintained and backed-up. In order to guarantee you are e-mailed the latest version of the form, please contact Lisa directly.

**Again,    Step #1 >Procedural Handbook,    Step#2 >SEIS,    Step #3 >Lisa Fernandez**

4-14-10