

# PROCEDURAL HANDBOOK

## 12

### SEIS Forms

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**This section contains....**

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| SEIS Forms Alphabetical Listing .....     | 12-4        |
| Procedure for Accessing SELPA Forms ..... | 12-6        |

**This section contains...**

**Complete List of SEIS Forms (8/31/2010)**

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

| <b>Title</b>   | <b>Revised</b>      | <b>(E) (S)</b> | <b>#</b> |   |
|--|---------------------|----------------|----------|---|
| Eligibility  | 7/2010<br>6/09/2009 | E<br>S         | 1        |   |
| Individual Transition Plan                                       | 7/1/2010<br>5/2009  | E<br>S         | 1        | A |
| Transition Services  | 7/1/2010<br>11/2007 | E<br>S         | 1        | B |
| Present Level of Academic Achievement and Functional Performance | 7/2010<br>5/2009    | E<br>S         | 2        |   |
| Special Factors  | 7/2010<br>5/2009    | E<br>S         | 3        | A |
| Statewide Assessments  | 7/2010<br>2/2010    | E<br>S         | 3        | B |
| Annual Goals - Option A  | 7/2010<br>5/2009    | E<br>S         | 4        | A |
| Annual Goals and Benchmarks - Option B                           | 7/2010<br>6/2008    | E<br>S         | 4        | B |
| Annual Goals and Objectives - Option C                           | 7/2010<br>6/2008    | E<br>S         | 4        | C |
| Services   | 7/2010<br>5/2009    | E<br>S         | 5        | A |
| Educational Settings   | 7/2010<br>5/2009    | E<br>S         | 5        | B |
| Signature and Parent Consent - MediCal                           | 7/2010<br>5/2009    | E<br>S         | 6        | A |
| Signature and Parent Consent                                     | 7/2010<br>5/2009    | E<br>S         | 6        | B |
| IEP Team Meeting Notes   | 7/2010<br>6/2008    | E<br>S         | 7        |   |
| IEP Amendment(s)/Addendum Page                                   | 7/2010<br>5/2009    | E<br>S         | 8        |   |
| Specific Learning Disability - Team Determination of Eligibility | 7/2010<br>5/2009    | E<br>S         | 9        | A |
| SLD Discrepancy Documentation Report                             | 7/2010<br>5/2009    | E<br>S         | 9        | B |
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| Z - No Form  |                     |                | 11       |   |
| Z - No Form  |                     |                | 12       |   |
| Z - No Form  |                     |                | 13       |   |

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| Z - No Form  |                  |        | 15 |   |
| Z - No Form  |                  |        | 16 |   |
| Z - No Form  |                  |        | 17 |   |
| Z - No Form  |                  |        | 18 |   |
| Z - No Form  |                  |        | 19 |   |
| Z - No Form  |                  |        | 20 |   |
| Referral for Special Education and Related Services  | 7/2010<br>5/2009 | E<br>S | 21 | A |
| Notice of Receipt of Referral for Special Education Assessment                                 | 7/2010<br>5/2009 | E<br>S | 21 | B |
| Assessment Plan - Prior Written Notice for Initial Assessment                                  | 5/2009<br>5/2009 | E<br>S | 22 | B |
| Assessment Plan – All  | 7/2010           | E      | 22 | C |
| Notice of Meeting - IEP - Titles   | 7/2010<br>5/2009 | E<br>S | 23 |   |
| Notice of Meeting - IEP - Titles and Names   | 7/2010<br>5/2009 | E<br>S | 24 |   |
| Manifestation Determination Findings (Pages 1 & 2)   | 7/2010<br>9/2008 | E<br>S | 25 | A |
| Summary of the Student's Academic Achievement and Functional Performance (Pages 1 of 2)        | 7/2010<br>6/2008 | E<br>S | 26 | A |
| Summary of the Student's Academic Achievement and Functional Performance (Pages 2 of 2)        | 7/2010<br>9/2008 | E<br>S | 26 | B |
| Prior Written Notice   | 7/2010<br>5/2009 | E<br>S | 27 |   |
| Written Notice to Parent When Parent Revokes Consent to Special Education and Related Services | 7/2010<br>5/2009 | E<br>S | 28 |   |
| Individual Service Plan for Parentally Placed Private School Students                          | 7/2010<br>5/2009 | E<br>S | 29 |   |
| Interim Special Education Services   | 7/2010<br>5/2009 | E<br>S | 30 |   |
| IEP Team Member Excusal  | 7/2010<br>9/2009 | E<br>S | 31 |   |

**This section contains...**

**Complete List of SEIS Forms (8/31/2010)**

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

| <b>Title</b>  | <b>Revised</b>      | <b>(E) (S)</b> | <b>#</b> |   |
|---|---------------------|----------------|----------|---|
| Annual Goals - Option A   | 7/2010<br>5/2009    | E<br>S         | 4        | A |
| Annual Goals and Benchmarks - Option B                                | 7/2010<br>6/2008    | E<br>S         | 4        | B |
| Annual Goals and Objectives - Option C                                | 7/2010<br>6/2008    | E<br>S         | 4        | C |
| Assessment Plan - Prior Written Notice for Initial Assessment         | 5/2009<br>5/2009    | E<br>S         | 22       | B |
| Educational Settings  | 7/2010<br>5/2009    | E<br>S         | 5        | B |
| Eligibility   | 7/2010<br>6/09/2009 | E<br>S         | 1        |   |
| IEP Amendment(s)/Addendum Page  | 7/2010<br>5/2009    | E<br>S         | 8        |   |
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| Individual Service Plan for Parentally Placed Private School Students | 7/2010<br>5/2009    | E<br>S         | 29       |   |
| Individual Transition Plan  | 7/1/2010<br>5/2009  | E<br>S         | 1        | A |
| Interim Special Education Services                                    | 7/2010<br>5/2009    | E<br>S         | 30       |   |
| Manifestation Determination Findings (Pages 1 & 2)                    | 7/2010<br>9/2008    | E<br>S         | 25       | A |
| Notice of Meeting - IEP - Titles                                      | 7/2010<br>5/2009    | E<br>S         | 23       |   |
| Notice of Meeting - IEP - Titles and Names                            | 7/2010<br>5/2009    | E<br>S         | 24       |   |
| Notice of Receipt of Referral for Special Education Assessment        | 7/2010<br>5/2009    | E<br>S         | 21       | B |
| Present Level of Academic Achievement and Functional Performance      | 7/2010<br>5/2009    | E<br>S         | 2        |   |
| Prior Written Notice  | 7/2010<br>5/2009    | E<br>S         | 27       |   |
| Referral for Special Education and Related Services                   | 7/2010<br>5/2009    | E<br>S         | 21       | A |

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| Services   | 7/2010<br>5/2009    | E<br>S | 5  | A |
| Signature and Parent Consent   | 7/2010<br>5/2009    | E<br>S | 6  | B |
| Signature and Parent Consent - MediCal   | 7/2010<br>5/2009    | E<br>S | 6  | A |
| SLD Discrepancy Documentation Report   | 7/2010<br>5/2009    | E<br>S | 9  | B |
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## 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