

PROCEDURAL HANDBOOK

APPENDIX A

SIRAS IEP Forms and SELPA Forms Per Section

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Updated May 3, 2021

SIRAS IEP Forms and SELPA Forms Table of Contents per Section

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NC 2:	Notice of Referral (E&S)
IEP 17:	Receipt of Referral to Special Education (E&S)

SECTION 2:

NC 3:	PWN – Assessment Plan (E&S)
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SELPA 3:	Parent Consent for Release of Information (E&S)
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NC 8:	Notice of Reevaluation (E&S)
NC 1:	Notice of Rights and Safeguards (E&S)
SELPA 56:	A Tool for Teachers to Investigate a Student’s Possible Motor and/or Sensory Delays (E)
IEP 17:	Receipt of Referral to Special Education (E&S)
NC 2:	Notice of Referral (E&S)
SELPA 16:	Physician’s Information for Related Services
SELPA 6:	OT Physician’s Cover Letter
SELPA 55:	OT Referral Steps Checklist
SELPA 8:	California Modified Assessment Survey (E&S)
SELPA 44:	Assistive Technology Consideration of Needs
SELPA 44A:	SBCSELPA AT Guide for Consideration
SELPA 44B:	SBCSELPA Assessment Referral Form

SECTION 3

NC 1:	Notice of Rights and Safeguard
NC 6A:	Notice of Meeting
IEP:	Individualized Education Plan (E&S)
NC 7:	IEP Team Member Excusal
IEP 6D:	Postsecondary Transition Plan (E&S)
IEP 2:	IEP Eligibility
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IEP 6G-1:	Behavior Intervention Plan (E&S)
IEP 2B:	Present Levels of Performance (E&S)
SUPP 36:	Notice of Graduation with a Regular High School (E)
SELPA 12:	Statement of Program Components for Pupils Who are Deaf and Hard of Hearing

SECTION 4:

IEP:	Individualized Education Program (E&S) <ul style="list-style-type: none">• These forms are used to develop the pupil's Individualized Education Program. All components must be completed in order to meet all legal IEP requirements.
NC 2A:	Notice of Referral
NC 3:	PWN – Assessment Plan
NC 1:	Notice of Rights and Safeguards (E&S)
SELPA 18:	NPA Placement Request – Non-Mental Health
SELPA 21:	Non TLP Regional Program Referral Process/Pre-Referral Checklist
SELPA 28A:	IMH/Related Service Provided by an NPA Request Process/Checklist
SELPA 28B:	TLP Program Process/Checklist
SELPA 28C:	MH Day Treatment Program Process/Checklist
SELPA 28D:	NPS Placement Request – Mental Health
SELPA 28E:	Documentation of MH Services

- SELPA 40:** Special Education Preschool to Kindergarten Instructional Aide Needs Observation/Screening Report
- SELPA 58:** Parent/Guardian Travel Reimbursement Guidelines for Out of County Residential Nonpublic School Student Placements

SECTION 5:

- SELPA 78:** EL/SPED Reclassification Checklist (E)
- SELPA 79:** English Language Learner Pre-Referral Checklist (E)
- SUPP 37:** IEP Team Checklist for English Learners

SECTION 6:

- NC 3:** PWN and Assessment Plan
- SIRAS IEP 6G:** Behavior Intervention Plan 6 page to accompany FBA
- SIRAS IEP 6G-1:** Behavior Intervention Plan 2 page
- SELPA 13:** Environmental Analysis Summary of Observations
- SELPA 34:** Behavioral Emergency Report (E)
- SELPA 42:** Functional Behavioral Assessment Report (E)
- SELPA 47:** Functional Behavioral Assessment Summary (E)
- SELPA 60:** Functional Assessment Observation Form (E)
- SELPA 62:** Behavioral Intervention Plan Data Collection (E)

SECTION 7:

- SELPA 9:** Audiological Services Referral (E&S)
- IEP 7A:** Services (E&S)

SECTION 8:

- NC 6A:** Notice of Meeting (E&S)
- This form is used to invite parents of parentally enrolled private school students to an IEP meeting if the parent expresses interest in enrolling their child in public school.
- SELPA 27:** Notification of Meeting and Intent to Participate – Private School Student Service Plan Meeting (E&S)

- This form is used to invite parents of parentally enrolled private school students to meetings to develop a Private School Service Plan.

NC 1: Notice of Rights and Safeguards (E&S)

- This form is to be sent home along with the Assessment Plan and Meeting Notification forms.

SUPP 30: Individual Service Plan for Parentally Placed Private School Students (E&S)

- This form is to be used to describe the special education and related services that will be provided to parentally enrolled private school students with disabilities.

NC 2B: Notice of Reassessment (E&S)

- This form is to be used to determine the scope of any triennial or other requested re-evaluation for parentally enrolled private school students.

IEP 1: Demographic and Eligibility (E&S)

IEP 2: IEP Eligibility (E&S)

- This form is to be used when the student is found not eligible or no longer eligible for special education.

IEP 10A: Consent and Signatures (E&S)

- This form is to be used when the student is found not eligible or no longer eligible for special education.

SECTION 9:

SELPA 52: Memo to Licensed Children’s Institutions (LCI’s) and Foster Family Homes (FFH’s)

SELPA 53: Memo to Agencies Requesting Specific Information

SELPA 54: Request for Information from Non-Educational Agency

SELPA 20: Notification of Placement of Individual with Exceptional Needs in Licensed Children’s Institutions or Foster Family Homes

SELPA 33: Educational Representative/Surrogate Volunteer Information/Registration (E)

SELPA 26: Surrogate Volunteer – Post Test (E)

SELPA 23: Surrogate Volunteer Training Certificate (E)

SELPA 24: Appointment/Acceptance of Surrogate Volunteer (E)

SELPA 25: Surrogate Volunteer Evaluation (E)

SELPA 22: Appointment of Educational Representative (E&S)

SECTION 10:

- SELPA 36:** Notice of Decision to Take Disciplinary Action and Notice of Assessment
- This sample letter may be used as the format for sending written notification the parents of a special education student regarding the notice of decision to take disciplinary action and the steps that allow it.
- NC 3:** Prior Written Notice and Assessment Plan (E&S)
- The Assessment Plan form should indicate the areas to be assessed as part of any necessary assessments and behavior assessments if the student does not already have a behavior plan.
- IEP 15:** Consent to Bill Medical (E&S)
- NC 1:** Notice of Rights and Safeguards (E&S)
- A copy of the Parental and Adult Students' Rights and Procedural Safeguards for Special Education must be sent to the parent along with the Assessment Plan.
- NC 6A:** Notice of Meeting (E&S)
- The Parent/Guardian Notification of Meeting & Intent to Participate form is used to notify the parent of the date, time and location of the Manifestation Determination IEP meeting.
- SUPP 26:** IEP Team Checklist for Special Education Discipline – Manifestation Determination (E&S)
- The IEP Team Checklist is to be used by the IEP Team to document its conclusions regarding the Manifestation Determination.
- IEP:** IEP Forms (E&S)
- The SIRAS IEP forms should be used as needed, to complete the Manifestation Determination IEP meeting. At minimum, the SIRAS: Consent and Signature form must be used to indicate who participated in the meeting and whether the parent agreed with the IEP Teams Manifestation Determination.
- IEP 6G-1:** Behavior Intervention Plan 6 page or 2 page (E&S)
- This form is to be used to develop the support plan for behavior interfering with learning of students or peers within 60 days of signed parental consent to conduct a functional behavioral assessment.
- SELPA 47:** Functional Behavior Assessment Summary (E)
- This form is to be used when conducting a functional behavioral assessment.

SECTION 11:

NO FORMS

SECTION 12:

- SELPA 86:** ADR Facilitated Meeting Intake and Documentation Form
- SELPA 87:** Alternative Dispute Resolution (ADR) Meeting Participation Guidelines and Code of Ethics
- SELPA 88:** Facilitated IEP or Non IEP Evaluation Form
- SELPA 89:** IEP and Non IEP Facilitators Code of Ethics

SECTION 13:

NO FORMS