

IMPORTANT FACTS TO KEEP IN MIND

1. IEP'S are to be sent to the Pupil Appraisal Office as soon as they are completed so that the information can be entered into the SER system. Your promptness helps to avoid problems with timelines and keeps our records up to date with the State Department. This also keeps the child count current which affects our funding.
2. When a child enters your school from out of parish or state and is eligible for special education services or is suspected of being eligible, the Pupil Appraisal Office is to be notified. If a copy of the evaluation and/or IEP is available to you, send a copy to the Pupil Appraisal Office. ***If an evaluation was processed by an agency other than a Louisiana school system pupil appraisal team, the evaluation must be reviewed by the WBR pupil appraisal team before placement of the student.*** If records are not available, they must be requested. The school is to have a parent sign a request form, secure the name and address of the prior school and notify pupil appraisal. Special education information will be requested by pupil appraisal.
3. **ADD FORMS**
Before a student is placed in a special education class in WBR parish, the student must have a current IEP (within the last year) and a current evaluation (within the last 3 years) that meets Bulletin 1508 criteria.
4. **DROP/EXIT/TERMINATION FORM**
When a special education student drops(exits) from a special education program, including students receiving a diploma or certificate of achievement, or changing schools within the parish a DROP/EXIT/TERMINATION FORM must be filled out by the teacher or related service personnel who no longer serves the student. Information contained on the form is required by SER.
5. The student's social security number must appear on all special education forms as the ID number. Social Security numbers appear on every student's 1508 evaluation and are available through the school office. **Double check social security number and all dates for accuracy.**
6. Make sure all IEP's and evaluations are in the confidential files(yellow tracking folder) and not in the cumulative files.