



Kristin Patterson-Maas

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Eligibility Meeting

Student: _____ ID# _____ DOB: _____

Teacher: _____ Grade: _____ Room: _____

Before the Eligibility Meeting:

- The team who tested the student (or the individuals who are accepting reports) must meet to discuss the test results and determine the eligibility of the student.
- Copies of all evaluation reports must be given to the parent at least 10 days before the Eligibility Meeting.
- Write the Eligibility Report. Make sure that all current evaluations are included in the report. Delete any old evaluations. (ONLY delete them from "Assessments Utilized in the Determination of Eligibility" in Eligibility Process of Special Education Tools, DO NOT delete any assessments from the "Assessments" tab of Easy IEP.)
- If the student is eligible for Special Education, write the Initial IEP.

Invite the following people to the Eligibility Meeting:

- Parent
- General Education Teacher
- Special Education Teacher
- Case Manager
- Everyone that evaluated the student (If the person who evaluated the student is not available – for instance, if the student was evaluated during the summer or by an agency - then a representative of that discipline must be present to share the evaluation results.)

The invitation must indicate that the purpose of the meeting is to:

- Interpret assessments and/or data
- Determine initial Eligibility
- Develop an initial IEP, if the student is eligible (do not check this if the student is not eligible)

Before the meeting, have available:

- Copy of all evaluation reports (Psych, Social, Learning, Speech, OT/PT, Functional Behavior)
- Two copies of the draft Eligibility Report
- Two copies of Notice B-3: Initial Eligibility – The Student is Eligible OR Two copies of Notice B-4: The Student is Eligible (choose appropriate form) Not
- Two copies of the initial IEP, if the student is eligible for Special Education
- PRISE

During the meeting:

1. Introductions/Confirm Address
2. The purpose of this meeting is to share the results of our evaluations and determine if [Student] is eligible for Special Education and Related Services.

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3. We'll start by sharing the results of each evaluation that was conducted.

Psych:

Social:

Learning:

Functional Behavior:

Speech:

OT/PT:

4. Based on the information we've discussed, [Student] is/is not eligible for Special Education at this time.

5. If the student is eligible for Special Education, move on to the initial IEP. Go over each section of the IEP with the parent.

6. Give and explain the PRISE.

7. Everyone signs signature page of the Eligibility Report and the initial IEP (if appropriate.) Parent signs procedural safeguards page.

8. Give copy of the Eligibility Report and the initial IEP (if appropriate) to the parent.

9. Do you have any other questions? Thank you for coming!

10. After the meeting, finalize the Eligibility Report and initial IEP (if appropriate) and mail a copy of the completed document(s) to the parent.

*If the parent did not attend and the student *is not* eligible for Special Education, have everyone in attendance sign the Eligibility Report, finalize it, and send a copy of it home to the parent with Notice B-4.

*If the parent did not attend and the student *is* eligible for Special Education, have everyone in attendance sign the signature page of the Eligibility Report, finalize it, and send a copy home to the parent with Notice B-3 and an invitation to an initial IEP meeting.

DO NOT have anyone sign the initial IEP until the parent is present; do not finalize the initial IEP until the parent is present.

****IF THE STUDENT IS FOUND NOT ELIGIBLE FOR SPECIAL EDUCATION BUT IS ELIGIBLE FOR SPEECH AND LANGUAGE SERVICES, PLEASE SEE THE DOCUMENT "FULL EVALUATION, RESULT SPEECH ONLY" FOR FURTHER INSTRUCTIONS.****

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