

Southern Minnesota Special Education Consortium #6083

Request for Due Process Paperwork Substitute

Date: _____

Criteria for Requesting Due Process Paperwork Substitutes: To complete due process paperwork outside of typical IEP manager duties and/or for unexpected or exceptional workload tasks.

Directions: Requests must be submitted for approval at least five days prior to date needed. Fill out this form completely. Send the form electronically to your CF and Copy the Supervisor and Director.

Staff Name

School

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(Check One)

Requested Date	Full Day	Half Day

Reason for Request (check applicable boxes)

Student Initials	IEP	Evaluation	Progress Report

Provide Rationale (timelines, change of placement, new student, move-in, etc.)

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Special Education Director Approval Required:

Approved	
NOT Approved	
Comment(s)	

CC: Building Principal