

SEIS IEP
Order of Process
Order of Pages

Title of page	Process order	Page order in IEP
Initials		
Referral , Prior Written Notice for Initial Assessment, Assessment Plan (Psych responsibility or Speech Therapist , if Speech only)	1	
Invitation (Meeting Notice B) with Excusal (if Applicable)	2	
Cover Letter (if applicable)	16	1
Information/Eligibility	3	2
Specific Learning Disability page 1 (page 2 if applicable)	4	3
Present Levels	5	4
Special Factors	6	5
Old Goals	7	6
New Goals	8	7
Behavior Support Plan	9	8
Transition page 1 (if applicable) <i>Only for students who will turn 14 during that IEP year</i>	10	9
Accommodations	11	10
Statewide Assessments	12	11
Services	13	12
Educational Setting	14	13
Structured Meeting Notes	15	14
Parent Consent (Signature page)	16	15
Triennial		
Cover Letter (if applicable)	16	1
Prior Written Notice –All , Assessment Plan	1	
Invitation (Meeting Notice B) with Excusal (if applicable)	2	
Information/Eligibility	3	2
Specific Learning Disability page 1 (page 2 if applicable)	4	3

Present Levels	5	4
Special Factors	6	5
Old Goals	7	6
New Goals	8	7
Behavior Support Plan	9	8
Transition page 1 (if applicable) <i>Only for students who will turn 14 during that IEP year</i>	10	9
Accommodations	11	10
Statewide Assessments	12	11
Services	13	12
Educational Setting	14	13
Structured Meeting Notes	15	14
Parent Consent (signature page)	16	15
Annual		
Cover Letter (if applicable)	14	1
Invitation (Meeting Notice B) with Excusal (if applicable) and Prior Written Notice-All <i>If contemplating change of placement or level of service</i>	1	
Information/Eligibility	2	2
Present Levels	3	3
Special Factors	4	4
Old Goals	5	5
New Goals	6	6
Behavior Support Plan	7	7
Transition page 1 (if applicable) <i>Only for students who will turn 14 during that IEP year</i>	8	8
Accommodations	9	9
Statewide Assessments	10	10
Services	11	11
Educational Setting	12	12
Structured Meeting Notes	13	13
Parent Consent	14	14

30 Day IEP		
Cover Letter (if applicable)	15	1
Interim Placement for RSP/Speech only since SESS office completes this form for new SDC students (This is necessary if there is no exact parallel placement) <i>If number of days or number of minutes per period are not parallel to your program</i>	1	2
Invitation (Meeting Notice B) with Excusal (if applicable) and Prior Written Notice-All <i>If contemplating change of placement or level of service</i>	2	
Information/Eligibility	3	3
Present Levels	4	4
Special Factors	5	5
Goals (If the goals remain applicable until the next IEP, rewrite them verbatim into the SEIS program.)	6	6
Behavior Support Plan	7	7
Transition page 1 (if applicable) <i>Only for students who will turn 14 during that IEP year</i>	8	8
Accommodations	9	9
Statewide Assessments	10	10
Services	11	11
Educational Setting	12	12
Structured Meeting Notes	13	13
Parent Consent	14	14
Amendment		
For minor corrections ie.; adjustment of BSP, typos, or minor corrections, corrections on transportation or ESY, adjustments of time, or add a goal. <i>This is not to be used for change of placement or eligibility or to add a BSP.</i>		
Invitation/ Meeting Notice B only if all members of the team are sitting down to meet on this student.	1	
Amendment page	2	1
Corrected SEIS pages	3	2

Goal page (if adding new goal)	4	3
Behavior Support Plan (if adjusting)	5	4
Staple to the previous IEP, this document does not stand alone.		5

Not Part of the numbered IEP pages but attached
Excusal (if needed)
Assessment Plan
Meeting Notice B (Invitation)
Prior Written Notice- All or Prior Written Notice- Initial
Health Plan (Nurse)
Psycho Educational Report
All other service provider reports
Transportation Discussion Guide
Tri Worksheet
ESY Questions

Form requiring Program Specialist
Revocation Consent form
Forms not used
Transition page 2
Post Secondary Exit page 1 and 2
Student Study Team