

Home Instruction IEP Checklist

Home Instruction Consideration

- Begin Intervention(s)/Exhausting of resources, addressing appropriate areas of concern (e.g., Health Care Plan, School Psychology services, FBA/BIP, Behavior Specialist Consult, Attendance, 45-day H&H, etc.)
- Complete the Home Instruction “Intervention Summary Form”
 - Review classification/eligibility (with Teacher Specialist)
 - As an IEP team, determine if further assessment is necessary to meet needs
 - Generate “Consent to Test”, if applicable
- Identify a member of the Special Education Team to act as case manager/team leader
- Contact District Home Instruction Team
- Refer to “Tips for Home Instruction as a Special Education Placement” information form

Pre-IEP

- Prepare and send Prior Written Notice of Meeting to all required team participants
 - Indicate appropriate “purpose of meeting” including educational needs and placement
 - As appropriate, invite a school counselor for students grade 9-12 for credit review purposes
- Generate “draft” IEP for parental input
 - Refer to “Home Instruction on an IEP” information form
- Complete transition assessment if student 14 years or older
 - Consent for “Agency Invitation Transition Meeting”, if applicable
- Assign note taker to complete “IEP Meeting Summary”

IEP

- IEP Meeting Summary Notes
- Review Procedural Safeguards
- Review any evaluation results/data, if applicable
- Review previous IEP & student progress
- Develop/revise draft IEP with adult-student/parental input – Refer to “Home Instruction on an IEP” info.
 - Address/develop IEP present-level & goal, as appropriate, included as part of re-entry plan
 - Goalview Section 5: Adjust Service Minutes, Frequency, and Location, as appropriate
 - Goalview Section 7: Describe access to general education, develop re-entry/inclusion plan
- Address transition planning for students 14 years or older

Determination of Home Instruction as a Placement Option:

- Based upon the student’s needs and services, discuss and determine placement options
- Change of Placement Form: Generate “Prior Notice” for student regarding a change in placement
- Check the Placement Review box on the IEP
- If Home Instruction is marked as a change in placement, schedule a meeting before adjourning for quarterly/monthly review of progress, and review the following:
 - Home Instruction Disclosure – Review and Sign – Give copy to parents
 - Review and adjust student schedule as needed
 - Materials/Curriculum
 - Review grading procedures with district home instruction team
 - Schedule Dates/Times for home instruction delivery
 - Credit Review for Students from Grades 9 through 12
- Obtain all required signatures, copies of documents to parents, adjourn
- **Post-IEP** - Submit SCRAM to the Special Education SCRAM secretary, Amanda Hamblin (801-567-8176).

For assistance regarding any step on this checklist, please contact the District Special Education Home Instruction Team.