

## Special Education Materials/Forms Request

Name \_\_\_\_\_ School \_\_\_\_\_

**The expectation of the Special Education Department of Jordan School District is that the IEP process will be completed on Goalview.**

Indicate number of materials requested to the left of each item below.  
Send the order form to Debbie Fairbourn in the Special Education Department at the District Office.

**File Materials**

**Organizers:**

- \_\_\_\_\_ File Organizer/Record of Access
- \_\_\_\_\_ Student File Folder
- \_\_\_\_\_ Current Information Envelope
- \_\_\_\_\_ Past Information Envelope

**Release of Records:**

- \_\_\_\_\_ Notification of Release of SpEd Records (NCR)
- \_\_\_\_\_ Release of Information (NCR)
- \_\_\_\_\_ Authorization for Release & Use of Health Information (NCR) (HIPAA Compliant)\*

**Post-Secondary Transition:**

- \_\_\_\_\_ Consent for Outside Agency Participation in Transition Process (NCR)\*
- \_\_\_\_\_ Transition Checklist/Credit Evaluation\*

**Other:**

- \_\_\_\_\_ IEP Meeting Summary (NCR)\*
- \_\_\_\_\_ FERPA Consent to Waive Psychological Evaluation Timeline (NCR) (Also embedded in the GoalView form: *Written Prior Notice and Consent for Evaluation/Re-evaluation*).
- \_\_\_\_\_ Referral for Evaluation for Special Education Services\*
- \_\_\_\_\_ Documentation of Response to Interventions\*

**Procedural Safeguards**

- \_\_\_\_\_ Procedural Safeguards & Annual Parent/Guardian Notices (July 2014) (English Version)\*
- \_\_\_\_\_ Procedural Safeguards & Annual Parent/Guardian Notices (July 2013) (Spanish Version)\*

**Private School/Home School**

- \_\_\_\_\_ Individualized Services Plan (ISP) (NCR)
- \_\_\_\_\_ Notice to Parents & Students Regarding Age of Majority Rights (**Private School/Home School**) (NCR)
- \_\_\_\_\_ Transition Service/ISP (**Private School/Home School**) (NCR)

\*Forms are available on the District Special Education Web site

**PLEASE NOTE:**

**The following NCR hardcopy materials are to be used only in the event of an emergency, as all IEPs and related forms must be completed on Goalview.**

**IEP Materials (NCR)**

- \_\_\_\_\_ **SpEd 5a** Individual Education Program (PLEPs only on page 1)
- \_\_\_\_\_ **SpEd 5b** IEP Additional Goals
- \_\_\_\_\_ **SpEd 5c** IEP Services (5c)
- \_\_\_\_\_ **SpEd 5d** IEP Special Factors, ESY, Comments
- \_\_\_\_\_ **SpEd 5d-add** IEP Addendum–Participation in Statewide & Districtwide Assessment Programs
- \_\_\_\_\_ **SpEd 5e** Placement Review & IEP Team Participants
- \_\_\_\_\_ **SpEd 5f** Transition Services Plan
- \_\_\_\_\_ **SpEd 5g** Comments
- \_\_\_\_\_ **SpEd 5a version 2** IEP (PLEPs on every goal)
- \_\_\_\_\_ **SpEd 5b version 2** IEP Additional Goals

**NCR Forms**

- \_\_\_\_\_ **SpEd 2** Prior Notice and Consent for Eval/Re-Eval
- \_\_\_\_\_ **SpEd 2a** Re-Evaluation Data Review
- \_\_\_\_\_ **SpEd 3** Prior Notice for Identification & Determination of Eligibility
- \_\_\_\_\_ **SpEd 3a** Evaluation Results Summary (form can be copied)
- \_\_\_\_\_ **SpEd 4** Notice of Meeting
- \_\_\_\_\_ **SpEd 6** Prior Notice and Consent for Initial Placement in SpEd
- \_\_\_\_\_ **SpEd 7** Prior Notice for Change of Placement in SpEd
- \_\_\_\_\_ **SpEd 9** Notice to Parents and Students Regarding Age of Majority Rights

A complete list of forms is available on the District Special Education Web site  
<http://specialed.jordandistrict.org/>  
 Staff Information > Forms  
 Password: specialed