



### III. Evaluation Report and IEP Cover Sheet (I-3)

Separate coversheets are used for the evaluation and the IEP.

#### Indicate Meeting Purpose

- If an evaluation is conducted and student is **not** found eligible for special education, only the evaluation box should be checked.
- Anytime an IEP is developed or revised, check the "Placement" box
- If purpose of meeting is IEP review/revision or development, always check that team considered results of initial or most recent evaluation and district or statewide assessments if student participates in those assessments.

#### IEP Team Participants

- List all team members that attend **any** portion of the meeting.
- List parents if they attend the meeting.
- Make sure the LEA is listed.
- List student if they participated (if they are at the table actively listening or sharing information, not if they are in the room for the purpose of waiting for the parent).
- Parents can bring anyone to the meeting. These people are not listed on the invitation but are listed on the "Cover Sheet" as participants.
- Any IEP team member serving multiple roles needs to be listed separately for each role.
- List any KUSD IEP team members who did not attend where indicated or check the box indicating "No (KUSD) IEP Team Participants Missed" the meeting. (Complete an I-2 form for each KUSD team member not attending the meeting or leaving before the meeting was completed.)

#### Parent Involvement

- Check the box to indicate if parent was present at the meeting. If parent participates via phone conference or Skype/Face Time, they are listed as participating. List the alternate means of participating in the section documenting your efforts to involve the parent.
- If parents do not attend the meeting, document at least three (3) efforts to involve parents/guardians. Specify date, method and response to efforts made. (If not present, do not list them as a participant.)
- You can indicate that parent attended meeting in the documentation section if they were present. Best practice is to list all your efforts to involve the parents.
- Indicate if student was present at the IEP meeting. Refer to fourth bullet under the third section on the "Invitation Smart Sheet".

Separate *Cover Sheets* are needed if multiple meetings are held.