

Excent Forms – Revised August 2010

<p>Placing a student in Excent Only certain staff can perform these steps. Find the person at your school who can complete this task for you. To use any of the forms in Excent the steps below must be completed. Refer to the Excent manual for Adding a New Student. These steps are done only once for a student. <i>Student/Personnel</i> – Student Information Bring the new student into Excent Fill out Contacts (Parents) information to include Parent Language <i>Student/Personnel</i> – Access members Add access members from your school. DO NOT select a Case Manager</p>	<p>First Excent IEP for Student <i>Student/Personnel</i> – Student Check Contact information to include Parent language <i>Student/Personnel</i> – Student Check Student Special Ed Status <i>Student/Personnel</i> – Access members, verify correct Process – Meeting Notice IEP – New IEP IEP – Dates/Exceptionalities IEP – Transition (13+years of age) IEP- Present Levels IEP – Exceptional Student Education IEP – Assessment/Participation IEP- Validate IEP IEP – Matrix After IEP has been printed and signed IEP – IEP Complete</p>	<p>Next Excent IEP <i>Student/Personnel</i> – Student Check Contact information to include Parent language <i>Student/Personnel</i> – Access Members, verify correct IEP - IEP Complete Print last Progress Report Process – Meeting Notice IEP – New IEP IEP – Dates/Exceptionalities IEP – Transition (13+ years of age) IEP- Present Levels IEP – Exceptional Student Education IEP – Assessment/Participation IEP- Validate IEP IEP – Matrix After IEP has been printed and signed IEP – IEP Complete</p>
<p>Gifted EP <i>Student/Personnel</i> – Student Check Contact information to include Parent language <i>Student/Personnel</i> – Access Members, verify correct Process – Meeting Notice IEP – New IEP IEP - EP – Dates/Part/Outcomes IEP - EP – Goals and Objectives IEP-EP- Exceptional Student Education After the EP has been printed and signed IEP – IEP Complete *During a temporary break in services the EP must be updated so it does not lapse out of date</p>	<p>Gifted Dismissal Process- Meeting Notice Must be marked “Consider possible discontinuation of Gifted Services” Process- Prior Written Notice</p> <p>For a Temporary Break in Services / Resume Services Process- Prior Written Notice For a Temporary Break the PWN will indicate that parent/student age 18 requested a temporary break in Gifted services and services may be provided again at parent/student age 18 request; to resume services the PWN will indicate parent/student age 18 requests Gifted services to resume</p>	<p>Any Change in FAPE If the IEP team recommended a change in FAPE - Process – Prior Written Notice Don’t Forget:</p> <ul style="list-style-type: none"> • Graduation is a change in FAPE • Adding/Removing ESE transportation is a change of FAPE...
<p>Reevaluation (Generate a reeval form) <i>Student/Personnel</i> – Student Check Contact information to include Parent language <i>Student/Personnel</i> – Access Members, verify correct Process – Meeting Notice – check “Discuss all reeval info/needs” Process – Reevaluation (complete all sections with current data) Process – Notice and Consent for Eval/Reeval (this form is only completed when a reevaluation is being requested and parents need to give consent)</p>	<p>Considering additional exceptionality eligibility (for students already in ESE) <i>Student/Personnel</i> – Student Check Contact information to include Parent language <i>Student/Personnel</i> – Access Members, verify correct IAT Process and Reeval process must be complete (MH exceptions, PREK see Staffing Specialist) Complete forms for Next Excent IEP Process – Program specific Eligibility/Ineligibility form for EBD, SLD/LI, InD and ASD Process - Prior Written Notice</p>	<p>Progress Reports Before an Excent Progress Report can be generated, an Excent IEP/EP must be completed for the student IEP – Progress Report *Make sure to print your last Progress Report before you select Goals for a new IEP! You must do Progress Reports. It is a requirement.</p>

<p>Discontinue a service or program when the student continues to be eligible for other ESE programs or services The Re-Eval Process must be completed first if a program is being considered (OT-PT and Gifted do not require Re-Eval Process) Student/Personnel – Student Student/Personnel – Access members Verify correct Process – Meeting Notice must be marked “Review present level info and consider possible change in ...” Continue to Next Excent IEP and complete - Process – Prior Written Notice</p>	<p>Additional Excent Forms Supplemental - Behavior Intervention Plan Supplemental – Forms Generator Alternate Assessment Summary Case Conference Form Communication Skills Checklist IEP Committee/Manifestation Determination Informed Notice/Refusal to Take a Specific Action (Staffing Specialist use only) Reevaluation Data Summary Speech/Language IAT Case Conf Transition Information Release Student Placement Guide and Relevant Information Checklist Eligibility/Ineligibility Worksheets</p>	<p>Functional Behavior Assessment Student/Personnel – Student Student/Personnel – Access members Verify correct Evaluation – Assessment Reports Choose – Functional Behavior – click select Other Assessment Reports- OT/PT, Speech Language, VI, etc.</p>
<p>OT/PT Evaluations New Service Recommended Process- Prior Written Notice Service Not Recommended If an OT or PT eval has been completed and the committee determines OT or PT services are not required, put a statement in the notes of the IEP, “The (OT or PT) eval was discussed and the committee determined no additional services are needed at this time “</p>	<p>Initial Placement Language Student/Personnel – Student Student/Personnel – Access members, verify correct <i>Process</i> - Meeting Notice <i>Evaluation</i> – S/L Report <i>Supplemental</i> – <i>Forms Generator</i> - Eligibility/Ineligibility Worksheet for Consideration of SLD/LI <i>Process</i> – Eligibility Staffing Form Continue to produce First Excent IEP <i>Process</i> – Parent Consent for Initial Placement Note: S/LP See "Considering additional exceptionality eligibility (for students already in ESE)</p>	<p>Initial Placement Speech Student/Personnel – Student Student/Personnel – Access members, verify correct <i>Process</i> - Meeting Notice <i>Evaluation</i> – S/L Report <i>Process</i> – Eligibility Staffing Form Continue to produce First Excent IEP <i>Process</i> – Parent Consent for Initial Placement Note: S/LP See "Considering additional exceptionality eligibility (for students already in ESE)</p>
<p>Ineligible Speech Student/Personnel – Student Student/Personnel – Access members <i>Evaluation</i> – S/L Report <i>Process</i> – Eligibility Staffing Form</p> <p>Ineligible Language Student/Personnel – Student Student/Personnel – Access members <i>Evaluation</i> – S/L Report Supplemental –Forms Generator – Eligibility/Ineligibility For Consideration of SLD/LI <i>Process</i> – Eligibility Staffing Form</p>	<p>Dismissal Speech Language When a Student is no longer eligible for any ESE program and is being recommended for complete dismissal, the reevaluation process must be completed first. If an Eval is done, include Speech Language report. <i>Process</i> – Meeting Notice - must be marked “Review evaluation information and consider dismissal from ...” <i>Process</i> – Prior Written Notice</p>	<p>Changing Schools within the School District Student’s school updates automatically in Excent. Facilitator or designated personnel at the school can add new access members. Student/Personnel – Student Access members On the Access Member screen click the X on the right to delete access members. Click the Staff List button and Assign Members from New School.</p>