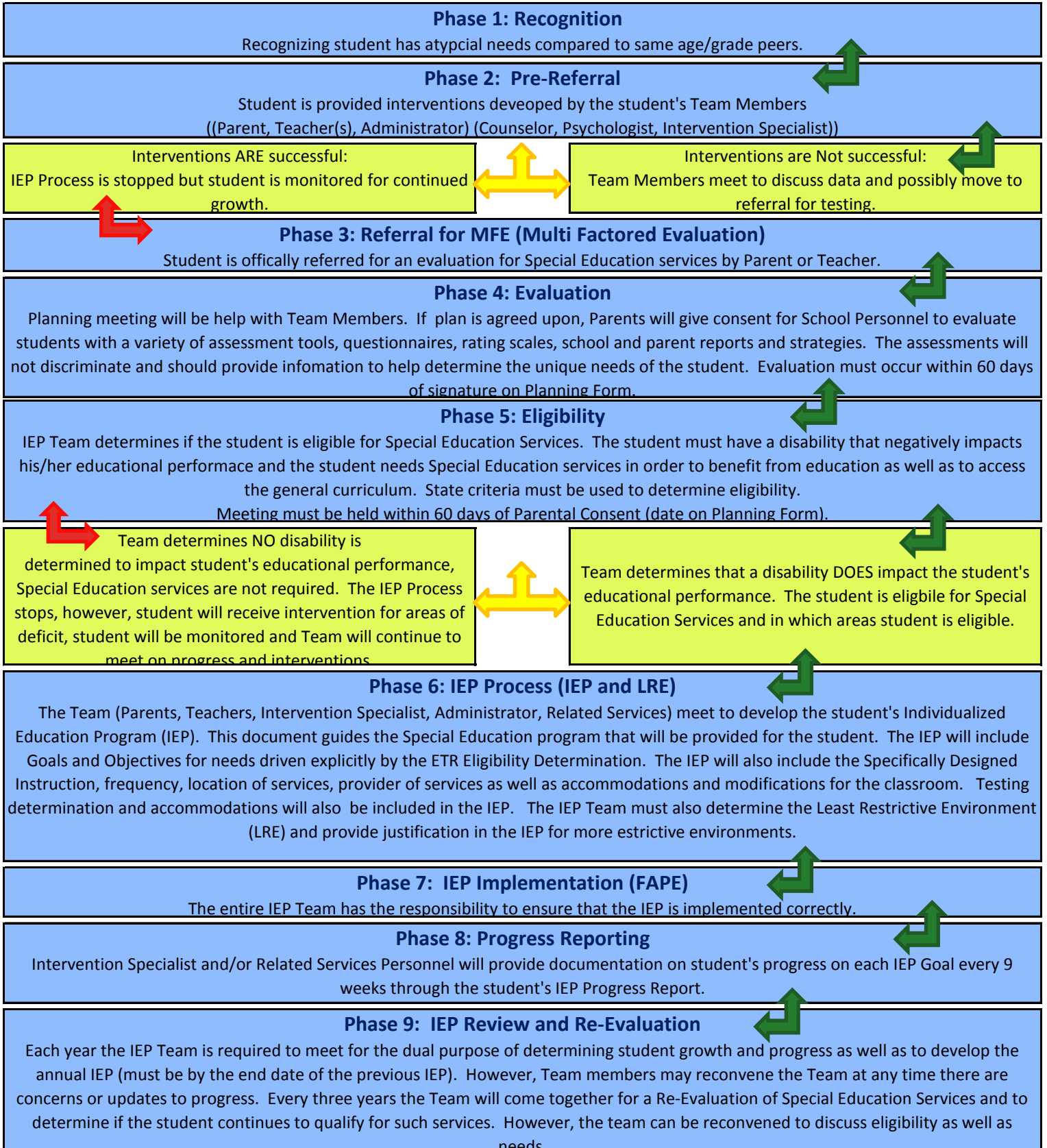


Kirtland ETR and IEP Flow Chart

This Flow Chart illustrates the Special Education Services referral process. Start at the top and follow the arrows downward to guide you through the different phases of the process from the time it is recognized that a student needs additional assistance and continue through all of the possible phases. Important to note: There are areas on the flow chart where the process can halt depending on the student's needs.



Kirtland Contacts for Special Education Services/Questions/Inquiries: (440) 256-3311 & extension listed below

Becky Rowell-Malinas-Pupil Service's Director/Special Education Director: ext. 1008

Diana Simpson-Pupil Service's Administrative Assistant: ext. 1007

Marina Ergun- Kirtland School Psychologist: ext.

Liz Geer- Kirtland Speech Therapist: ext.

Shawna Roche-Kirtland Occupational Therapist: ext

Lisa Lutz-Parent Mentor: ext.

Kirtland IEP Amendment Procedure



**Amendment Request:
Made by Teacher/LEA
OR Parent**



Teacher or LEA

Parent

Teacher identifies a need based on supporting data.
This proposed amendment needs to be discussed with Administration and Team.
Changes in student LRE/schedule, after the year has started, must also be supported with data.

Parent requests amendment: Team reviews proposed amendment and determines if it impacts FAPE.

Teacher contacts parent to discuss the proposed amendment to determine if parent agrees to the proposed amendment.

If the proposed amendment does not affect FAPE, the Team will review the proposed amendment request and identify the support supporting data.

The proposed amendment can be a face-to-face meeting or a phone conference.
For either type of meeting, the entire Team needs to be in attendance.

After identifying the appropriate data, the Team will follow the amendment process:
The proposed amendment can be a face-to-face meeting or a phone conference.
For either type of meeting, the entire Team needs to be in attendance.

If the parent is not in agreement with the proposed amendment, schedule an interim IEP Team meeting within 7 days.
This meeting will be held to determine needs of student, LRE, services, etc.
Team must be present for the meeting.

If there is insufficient data to support the proposed amendment, the Team will consider:

- Parent Conference
- Interim IEP Meeting

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