

# JESSE

## Case Conference Chairperson Checklist

- \_ Introductions
- \_ Make sure parent has received copy of Procedural Safeguards/Parent Rights – answer any questions they may have concerning rights
- \_ If possible, distribute IEP work copies, copies of previous IEP, or blank IEP forms
- \_ Review address, phone info., etc.
- \_ Discuss / review the purpose of the conference
- \_ Review evaluation information / student data
  - \_ Strengths
  - \_ Progress monitoring data – are there multiple areas of assessment?
  - \_ Present level of academic and functional performance (discuss progress on previous goals)
- \_ Ask parent for input – (visions / expectations for student for the next year and the future; major concerns with educational program)
- \_ Determine eligibility and disability category (only if changes are necessary)
- \_ Discuss special considerations
  - \_ Language needs related to limited English proficiency
  - \_ Behavior plan (discuss specifics if needed)
- \_ Discuss Transition
  - \_ assessments
  - \_ Summary of findings from age appropriate assessments
  - \_ Discuss transition goals
  - \_ Anticipated date of graduation / graduation option
- \_ Participation in testing programs
  - \_ ISTEP / ISTAR ?
  - \_ Reasons why that assessment was chosen
  - \_ Plan for participation in district-wide, national, or international assessments
- \_ Goals (measurable, objective, specific, time limited, related to disability)
- \_ Accommodations
- \_ Services
  - \_ Transition services
  - \_ Special education services
  - \_ Related services

- \_ Transportation (justification, forms)
- \_ Accessible materials (does the student need materials provided in an accessible format)
- \_ Assistive technology (Is there a need?)
- \_ Extended school year (are services needed after school hours or beyond the normal school day?)
- \_ Technical assistance ( Does the staff working with the student need training or assistance?)
- \_ Program modifications ( Does the student need a modified program?)
- \_ Periodic reports (How often are progress on goals reports sent to the parent?)
- \_ Reasons for provisions and reasons for rejecting other options (Why are we choosing this service? Why not a different option?)
- \_ Emergency evacuation plan
- \_ Least restrictive environment
  - \_ Corporation of legal settlement
  - \_ Home school? (Educating school / next educating school / other info?)
  - \_ Course of study (Core 40 / general / certificate?)
  - \_ Placement category / additional descriptors
- \_ Discuss any potentially harmful effects of the placement
- \_ Reasons for placement and reasons for rejecting other options (Why this placement and not another?)
- \_ General considerations
  - \_ participate in all educational programs?
  - \_ participate in non-educational and extracurricular activities?
  - \_ participate in P.E.?
  - \_ attend the same school as if non-disabled?
  - \_ length of instructional day the same?

Remember... your staff has 10 instructional days after the case conference to complete and present the IEP to the parent for signature. It is recommended that those days be used to review the IEP for compliance.

Completed paperwork should be sent to the JESSE office within 3 weeks of the conference.