

Kristin McHugh
Principal

The Richard H. Hungerford School (721R)
155 Tompkins Avenue
Staten Island, NY 10304

Kristen Di Noina (IA)
Linsey Miller
Michael Pepe
Jacqueline Musumeci (IA)
Assistant Principals

Student Name: _____ ID# _____

Projected Date for Annual Review: _____ Official Teacher: _____

Projected Date of Mandated Three Year: _____

Action	Procedure	Timeline	Responsible Team Member
<input type="checkbox"/> Review the IEP Compliance date	<ol style="list-style-type: none"> Locate students most recent IEP in the record file. Compare that date with the date on SESIS <ul style="list-style-type: none"> Search for the student in SESIS Open their profile Select: Special Education Summary In Compliance Date section locate the projected date for next annual review. <p>Projected Date: _____</p>	<p>ASAP! As soon as student is assigned to your class.</p>	Official Teacher and Related Service Providers.
<input type="checkbox"/> Complete Level 1 Vocational Assessment: student, parent/guardian and teacher	<ol style="list-style-type: none"> Complete teacher Vocational Assessment. Interview student for Vocational Assessment. Call parent: interview parent for Vocational Assessment. Create a fax cover sheet in SESIS & fax 	<p>ASAP! As soon as student is assigned to your class.</p>	Official Teacher Bring all faxes to the main office for faxing.
<input type="checkbox"/> Identify agency involvement during IEP meeting	<ol style="list-style-type: none"> During Voc. Ass. Interview with parent; ask if an agency is involved. If yes, ask if they would like them present at the IEP meeting. 	3 months prior to compliance date	Official Teacher
<input type="checkbox"/> Notify parent of upcoming IEP meeting	<ol style="list-style-type: none"> During Voc. Ass. Interview, offer possible dates for the meeting (Must be at least 2 weeks prior to compliance date. 	3 months prior to compliance date	Official Teacher
<input type="checkbox"/> Set up the Student's IEP team	<ol style="list-style-type: none"> Review students program Establish the IEP team Inform members of IEP compliance date by sending them a message in SESIS. 	2 months prior to compliance date	Official Teacher
<input type="checkbox"/> Mail "Notice of IEP Meeting"	<ol style="list-style-type: none"> Create, finalize, and print "Notice of IEP meeting" Bring to clerical secretary to be mailed. Notify IEP Team of IEP Meeting 	2 months prior to	Official Teacher
<input type="checkbox"/> Confirm IEP date with parent/guardian.	<ol style="list-style-type: none"> Confirm date with parent/guardian via phone call or in writing. Create an event in SESIS. Add event to your SESIS calendar. 	1 month prior to	Official Teacher
<input type="checkbox"/> Secure a meeting space and District Rep for IEP meeting.	Each Hungerford site should have a designated location with a computer available. MAIN SITE: Room 203 is available.	1 months prior to	Official Teacher
<input type="checkbox"/> Draft the IEP	<p>Reminders:</p> <ol style="list-style-type: none"> Each team member is responsible for entering their Annual Goal(s). Each team member that enters an Annual Goal must add information to the Present Levels of Performance. Official Teachers: Mention the 3 Vocational Assessments in your PLOP. 	1 months prior to	Official Teacher and Related Service Providers
<input type="checkbox"/> Review IEP	<p>Prior to the meeting, the Official Teacher should view all sections. Other team members should review their appropriate sections. EDIT ONLY WHAT YOU'VE WRITTEN!</p> <p>Change status of the IEP from DRAFT to REVIEW.</p>	4 weeks prior	Official Teacher and Related Service Providers
<input type="checkbox"/> Conduct IEP Meeting	IEP team meets with parent/guardian, student, and/or agencies. All attendees must sign attendance page.	Date selected	Official Teacher (lead) with all team members
<input type="checkbox"/> Fax Attendance Page	Print fax cover page and fax to (718)250-4600	Right after the meeting	Official Teacher Bring all faxes to the main office to be faxed
<input type="checkbox"/> FINALIZE the IEP	<p style="text-align: center;">*****WAIT*****</p> <p>IEP Coordinator will finalize the IEP.</p>	DAY OF THE IEP MEETING	Jeannette Woods
<input type="checkbox"/> Prior Written Notice Package	Other documents in SESIS (PWN) must be and finalized right after the IEP is finalized.	Same day	Jeannette Woods
<input type="checkbox"/> Print	A copy of the IEP and PWN will be printed and mailed home to the parent/guardian	Same day	Pat Slattery and Carol Gaeta