








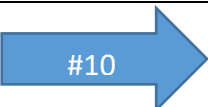



## End of Year Due Process Checklist 2019-20

	Item	Clarification/Instruction
	Student Name	Students that you manage from the WVEIS Caseload print out dated 4/22/20.
	Annual IEP Date/Date Held	The date the annual IEP was held, (do not send these in). The annuals that were held after March 16 <sup>th</sup> will need to be printed, signed by the special ed. teacher only and turned in to your OSP with this checklist.
	IEP Progress	Progress should be documented at every 9 weeks. Make sure it has been updated. Document YES/NO. These will NOT need to be turned in to OSP.
	Regression/Recoupment	Regression/Recoupment forms are turned in with the annual IEP. Document YES/NO.
	Required Medicaid Forms	Medicaid forms turned in with annual IEPs. Document YES/NO/NA.
	School Assigned for 2020-2021	Document the school assigned for next school year. If it is the same for next year, still document.
	Grade Assignment 2020-2021	Document grade assigned for next school year.
	DP-9-Changes in school/county/state	Document on the DP-9-Exiting Pre-K, Exiting Gifted, students going from 5 <sup>th</sup> -6 <sup>th</sup> grade, student going from 8 <sup>th</sup> -9 <sup>th</sup> grade. If you know the teacher, please write it on the DP-9.
	Special Transportation	Complete a new transportation form for the 2020-2021 school year. Call parents and verify directions to home. These will be turned in to your OSP Specialist. Document YES/NO/NA.
	ESY Enrollment Forms	The packet for ESY is located on the OSP website under teacher resources.
	ErLP date completed	The ErLP will be completed for each student on your caseload and turned in with this checklist.