

New Model Forms Washington State

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Overview

- Reflect IDEA 2004 requirements
- The information on the forms does not substitute for reading the regulations.
- The forms are listed on the website in sequential order – beginning with the referral, then the evaluation, then the IEP, and so on.

- ⦿ Not mandatory – districts can choose whether they would like to use any or all of the forms.
- ⦿ Can be revised/modified by districts to meet their individual needs.
- ⦿ However, if you make any changes to the content of the forms, they should no longer be referred to as the “state forms”. You will also need to make sure that your revised forms still meet the regulations.

State Forms

- Forms to consider reviewing, include:
 - Revocation of Consent
 - Agreement to Extend Evaluation Timelines
 - Extended School Year Addendum
 - IEP Amendment
 - IEP Team Member Excusal
 - Aversive Intervention Plan Addendum
 - Consent for Billing (for Medicaid)
 - Consent to Bill Public/Private Insurance
 - Resolution Agreement
 - And more...



Our Goal

- Design forms that:
 - help districts meet the minimum compliance requirements of IDEA 2004;
 - are practical and user-friendly; and
 - provide an overview of the purpose of each form as well as points to consider when completing the form.

- If you use electronic IEP software:



- you may want to use the “Points to Consider” sections on the model forms as a training tool for staff, and
- you may also want to consider conducting a comparison of your forms to the model state forms to ensure that the forms you are using meet the regulations.

- Many of these forms contain interactive checkboxes. Simply double click on the checkbox and a menu will appear. Select “checked” or “not checked” to change the content of the checkbox.



Evaluation report forms

- Main evaluation report form – to be completed for all students.
- Supplementary reports – to be completed when the evaluation team suspects the student is SLD:
 - Supplementary report for SLD when using severe discrepancy
 - Supplementary report for SLD when using response to intervention (RTI)

IEP Forms

- There are now two primary IEP forms:
 - IEP without secondary transition
 - IEP with secondary transition – for students who are turning 16 and above, or younger if the team determines it is appropriate
- IEP addendums:
 - Extended School Year (ESY)
 - IEP Amendment Without Reconvening the IEP Team

Translated forms

- The forms are currently in the process of being translated.
- As soon as they are completed, they will be made available to districts.
- Districts will be notified when they are available.

Alignment to the WACs

- The website also includes a document that provides a comparison of the WACs to the model forms and vice versa.

Form #	Form Name	WAC(s) Addressed
1	Special Education Referral Review	392-172A-03005
2	Prior Written Notice	392-172A-03000 and -03005 392-172A-03020 392-172A-05010
3	Parent Consent	392-172A-03000

WAC	Form Name	Form #
392-172A-02020	Extended School Year	6f
392-172A-03000	Prior Written Notice	2
	Parent Consent	3
392-172A-03005	Special Education Referral Review	1
	Prior Written Notice	2
	Agreement to Extend Evaluation Timeline	5c

Forms updated since 8/08

Form #	Form Name	Updated
3a	Revocation of Consent	1/28/09
3b	Prior Written Notice for Revocation of Consent	1/28/09
5a	Evaluation Report	11/5/08
6c	IEP Form without Secondary Transition	9/23/08
6d	IEP Form with Secondary Transition	11/5/08

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 - the Washington Education Association,
 - the Center for Change in Transition Services,
 - the State Auditor's Office, and
 - the Committee of Practitioners.

Contact Information

- If you have questions regarding the new model forms, contact the OSPI Special Education Department at:

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