

Robert F Kennedy Charter School



4300 Blake Rd., SW Albuquerque, NM 87121 Phone: (505)243-1118 - Fax: (505)242-7444

Special Education IEP Recording/Finding

1. Parent/Guardian/Student – application to RFKCS
2. Applications Accepted according Lottery requirements
3. New Student Orientation Meeting w/Parent & Student – Dean/Asst. Dean (every wed. 5:30pm until school goes on a waitlist).
4. Every Student that enters RFKCS – Special Education Secretary sends for records from SpecialEd.records@aps.edu to check if there are any IEP's on file for incoming students. RFKCS Special Ed secretary also uses STARS SPECIAL ED DATA.
5. If a student is Special Ed. - The Special Ed. Secretary places them on excel sheet which includes: Current IEP Date/Next IEP Date/Re-eval Date/Re-eval Due Date/Services (i.e. Soc. Work, SLP, Transition, any that apply).
6. The Dean/contracted Diagnostician/Rehabilitation Counselor - review excel information with Special Ed secretary and Director of Special Ed. as needed. (Special Ed Secretary keeps the RFKCS Caseload Staff/Contracted Staff/Behavioral Health Staff updated on Excel list of IEP Students and services needed and Dates).
7. Caseload Staff/Contractors review IEP Dates, etc as needed and as a team monthly during Spec Ed Meetings.
8. Parent/Student Invite Mailed out 14 days in advance, phone calls, texts, student reminders, as of March 20, 2020 also virtual invites to parent/guardian, caseload staff, Behavioral Health, and contractors.
9. Hold IEP Team Meeting with IEP Team (Special Ed Director, Regular Ed Teacher, Special Ed Teacher, Behavioral Health, and Contractors – if service is required).
10. Current IEP/PWN and pertaining paperwork given to student/Guardian, copy is kept in Students Special Ed folder in locked fireproof cabinet in front office. Folder can be reviewed upon request by involved staff and then placed back in Fireproof cabinet when done. Staff must sign - date, name, reason for reviewing folder.

Robert F Kennedy Charter School



4300 Blake Rd., SW Albuquerque, NM 87121 Phone: (505)243-1118 - Fax: (505)242-7444

Special Education Re-evaluation Recording/Finding/Holding EDT's

1. Parent/Guardian/Student – application to RFKCS
2. Applications Accepted according Lottery requirements
3. New Student Orientation Meeting w/Parent & Student – Dean/Asst. Dean (every wed. 5:30pm until school goes on a waitlist). As of March 20,2020 – via google meets or Phone.
4. Every Student that enters RFKCS – Special Education Secretary sends for records from SpecialEd.records@aps.edu to check if there are any IEP's on file for incoming students. (9/11/19) – RFKCS Special Ed secretary began using STARS SPECIAL ED DATA.
5. If a student is Special Ed. - The Special Ed. Secretary places them on excel sheet which includes: Current IEP Date/Next IEP Date/Re-eval Date/Re-eval Due Date/Services (i.e. Soc. Work, SLP, Transition, any that apply).
6. The Dean/contracted Diagnostician/Rehabilitation Counselor - review excel information with Special Ed secretary and Director of Special Ed. as needed. (Special Ed Secretary keeps the RFKCS Caseload Staff/Contracted Staff/Behavioral Health Staff updated on Excel list of IEP Students and services needed and Dates).
7. Caseload Staff/Contractors review IEP Dates, etc as needed and as a team monthly during Spec Ed Meetings.
8. If re-evaluation is needed, 8 - weeks prior to due date, the REED Team reviews previous testing data, IEP's, PWN's, and diagnostical results. The REED Team then determines if formal testing is needed.
9. REED/permission to test , and family case history documentation is sent home via USPS, parent notified, permission to test is obtained.
10. Dean contacts the RFKCS Clinic for Eye/Ear testing for Diagnostician, PLP Forms are sent to staff for upcoming IEP/EDT and/or REED-Diagnostic Testing to obtain up to date classroom information/data on the student. Information is sent to contracted Diagnostician.
11. Parent/Student IEP/EDT invite mailed out 14 days in advance, phone calls, texts, student reminders, as of March 20, 2020 also virtual invites to parent/guardian, caseload staff, Behavioral Health, and contractors.
12. Hold EDT/IEP Team Meeting w/Contracted Diagnostician and IEP Team.
13. Current IEP/EDT/REED/Definition of Disability/PWN and pertaining paperwork given to student/Guardian, copy is kept in Students Special Ed folder in locked fireproof cabinet in front office. Folder can be reviewed upon request by involved staff and then placed back in Fireproof cabinet when done. Staff must sign - date, name, reason for reviewing folder.

“A Partnership for Success”