

# Mid-Valley Special Education Cooperative

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Serving children and families of the Batavia, St. Charles, Geneva, Kaneland and Central Community School Districts

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## Mid-Valley Placement Checklist

A completed form with supporting documents is requested to supply necessary information to MV staff and to complete student file. Mail, email ([bonnie.carlson@d303.org](mailto:bonnie.carlson@d303.org)) or fax (above) the complete packet to the Mid-Valley Office. A student cannot begin programming without this necessary information.

Person Providing Information: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Name: \_\_\_\_\_ Home District: \_\_\_\_\_

Date Sent: \_\_\_\_\_ Student Start Date: \_\_\_\_\_

### IEP Documents requested to complete student file:

Is the following information is available on PowerIEP? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please provide copies of the following to the MV Office:

- \_\_\_\_\_ Annual Review/Current IEP (include all goals, FBA/BIP, transition plan)
- \_\_\_\_\_ Copy of most recent Case Study Evaluation, including any service provider reports.
- \_\_\_\_\_ If electronic versions of the reports are not attached to the IEP, please provide copies.

### Additional Information (not found on PowerIEP) to complete student file:

*For all programs:*

- \_\_\_\_\_ Medical Emergency Plan for school
- \_\_\_\_\_ Specialized medical reports (audiological, neurological, etc.)
- \_\_\_\_\_ General Health records (proof of physical, immunization record, dental, vision)
- \_\_\_\_\_ Private Evaluation reports, if any
- \_\_\_\_\_ OT/PT prescription, if available
- \_\_\_\_\_ Free and Reduced Lunch application

#### Assessment:

- \_\_\_\_\_ PARCC w/accommodations
- \_\_\_\_\_ DLM
- \_\_\_\_\_ ACCESS for ELLs
- \_\_\_\_\_ Alternative ACCESS for ELLs

#### ELL Services

- \_\_\_\_\_ Services Required
- \_\_\_\_\_ Service Waived
- \_\_\_\_\_ NA

*Additional Information for New Directions Program:*

- \_\_\_\_\_ Academic Assessment Data (informal/formal assessments, PARCC/DLM, CBMs, work samples)
- \_\_\_\_\_ Academic Programming Information (reading/math programs utilized, current reading/math levels)
- \_\_\_\_\_ High School Transcripts, for High School students
- \_\_\_\_\_ Discipline record for current year / # of student suspension days this year

*For all Programs:*

Describe the technology that the student uses on a regular basis:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Providing the Information: \_\_\_\_\_