

Student Record Review Worksheet

Department of Special Education and Student Services
HOWARD COUNTY PUBLIC SCHOOL SYSTEM
Ellicott City, MD 21042

Check one or both:

- African American student with an IEP from a school system outside of HCPSS
- Student with an IEP from a school system outside of Maryland

Current Information:

Student Name: _____	DOB: ____ / ____ / ____	Race: _____	Gender: _____
School: _____	Grade: ____	Disability: _____	Date of Enrollment: ____ / ____ / ____
Date of Review: ____ / ____ / ____	Initial Evaluation Date: ____ / ____ / ____	Last Reevaluation Date: ____ / ____ / ____	
Evaluation completed by _____	School _____	District _____	State _____

Procedures for review of records for newly enrolled students with a disability:

- School attempts to get all student records within 30-60 days of entering the Howard County Public School System
- School IEP team reviews student records to determine if there is documentation to indicate that the student meets the HCPSS eligibility criteria for the specified disability or if additional assessments are needed
- Completed form is stored in the student folder in section “Assessments and Evaluations.”

Directions: Use the worksheet below to review the student’s record. This review will help you to determine if there is documentation to indicate that the student meets the HCPSS eligibility criteria for the specified disability or if additional assessments are needed. Evidence of all five elements listed below must be included in the student’s records.

- Instructional or behavioral interventions were attempted in an effort to assist the student prior to referral to the IEP for evaluation. If the student is identified as ED, is there a FBA and a BIP? Yes No
(Note: If the student is preschool age, this information may not be available.)

- Medical issues, if any, were identified through a parent questionnaire, IEP minutes, or written reports and were addressed and considered in the IEP process.

- There is documentation that classroom performance and appropriateness of instruction were considered in the decision-making process. (Note: If the student is preschool age, this information may not be available.)

- Assessments were appropriate for the suspected/identified disability

- Consideration was given to environmental and psychosocial stressors (e.g. transiency, linguistic differences, attendance, family stressors) that might have impacted the student.

Other Notes/Comments:

Team Conclusions (to be completed during the IEP Team Meeting and documented in the *IEP Team Meeting Report* or *Howard County IEP*):

The documentation available in the student's record, when applied to HCPSS eligibility criteria, indicate that the student was appropriately identified.

- Yes Records complete at this time. Reevaluation due date: ____ / ____ / ____
- ✓ If the student is from a **school system in Maryland**, the IEP team provides comparable services until HCPSS adopts the student's IEP from the former school system OR develops, adopts, and implements a new IEP. Contact your Instructional Facilitator.
 - ✓ If the student is from a **jurisdiction outside of Maryland**, the IEP team provides comparable services until an evaluation is conducted to determine eligibility for services in MD and develops an initial IEP by a) reviewing recent formal evaluation results OR b) conducting a formal evaluation.
- No Additional assessment required at this time. Assessments to be conducted:

After the review of assessments meeting:

- ✓ If the student is from a **school system in Maryland**, develop and approve a Howard County IEP in the Howard County IEP program.
- ✓ If the student is from a **jurisdiction outside of Maryland**, develop and approve an initial MD IEP, which requires a parent signature for initiation of services in MD.