

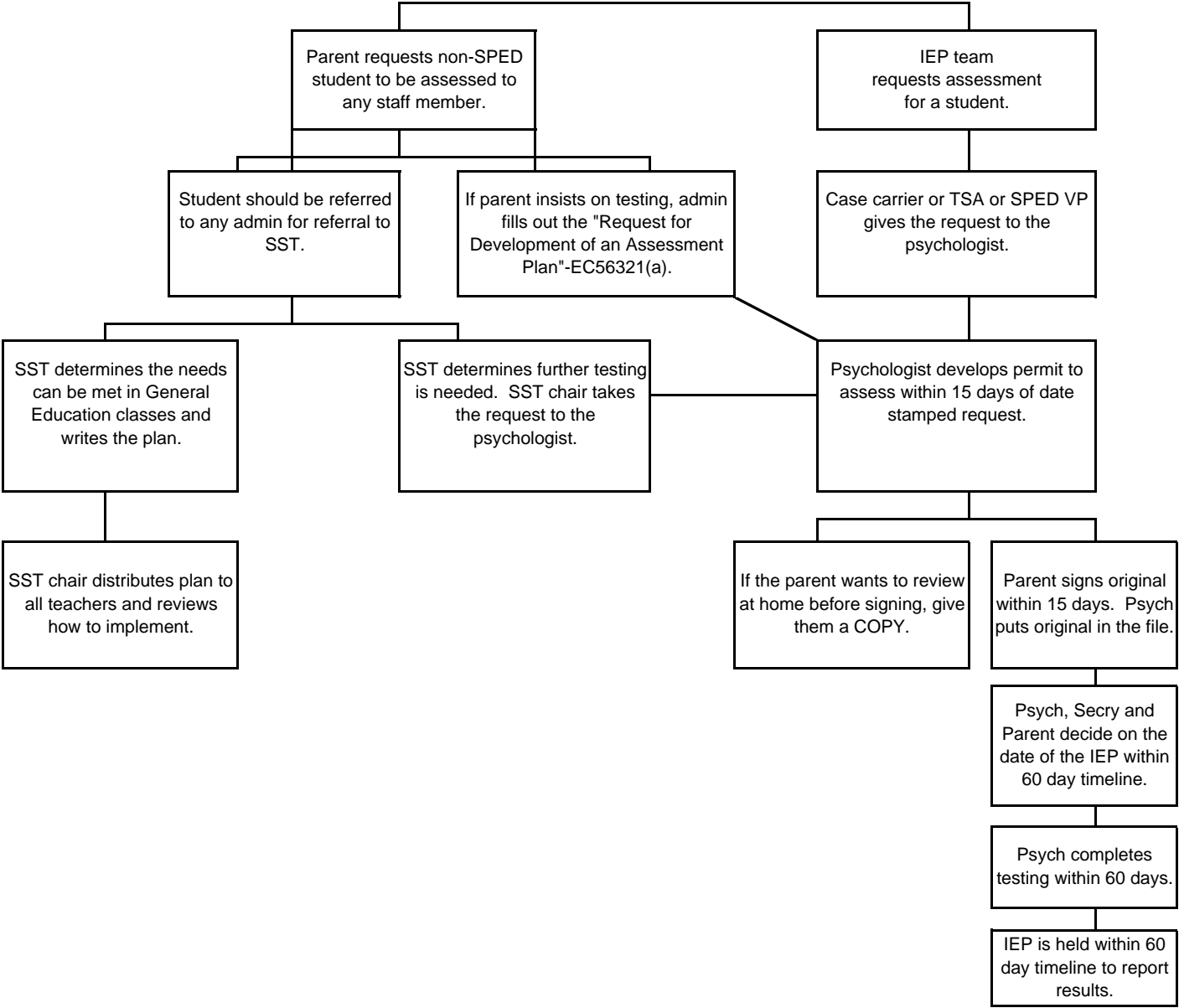
**FLOW CHART  
OF  
PROCEDURES**

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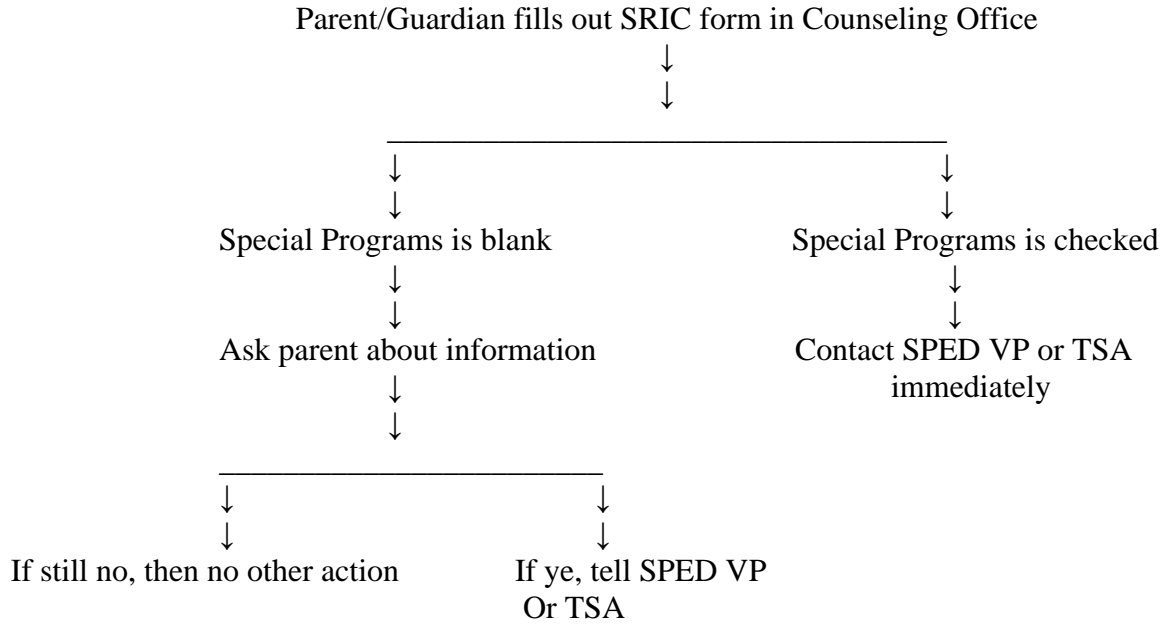
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# 60 Day Assessment Plan





## Registration and Use of SRIC Form



## **Parent/Guardian Request for Review of IEP**

Parent/Guardian requests review of IEP to any staff member  
(The request should be written and dated, but continue to take appropriate action)



SPED VP or TSA should be notified



SPED Secy prepares invitation within 30 Calendar Days  
Of the date of the request

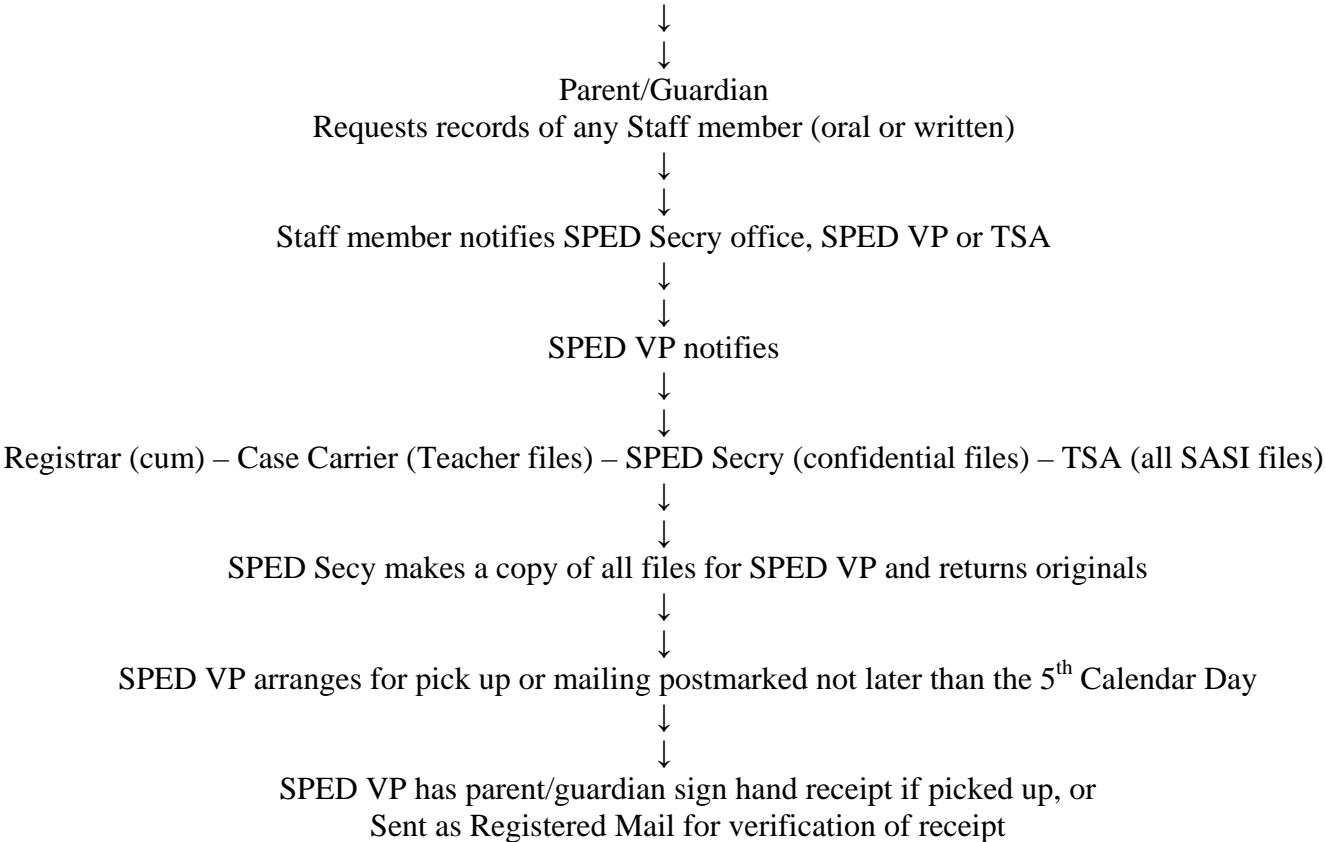


SPED Secy mails invitation and notifies team members



SPED VP follows up with SPED Secy for compliance with calendar date

**Request Student Records – (Within 5 Calendar Days of Request)**



**RECEIPT FOR STUDENT RECORDS**

**(Student's Name)**

On **(date)**, I received a copy of my child's educational records including cumulative, confidential (special education) and SASI files.

\_\_\_\_\_  
**(Parent/Guardian)**

\_\_\_\_\_  
**Date**