



Central Education Placement Team (CEPT) Packet Review Checklist

For Use by CEPT

Student Name:

Referring School:

Packet Review was completed on:

CEPT Documents

- ☐ All applicable documents are included
- ☐ CEPT Referral Form is complete and detailed
- ☐ *Summary of Educational History, Services, and Interventions* form includes interventions that are aligned with student needs and HCPSS best practices, and results include quantitative data

Related Student Records

- ☐ All applicable documents are included and complete
- ☐ Submitted legal documentation has been reviewed and shared with Pupil Personnel Worker, as needed

Special Education Documents

- ☐ All listed documents are included
- ☐ *IEP Team Meeting Report* has documentation of reason for CEPT referral and discussion of other programs considered IEP is current and complete, including:
 - ☐ Is in final draft with an updated PLAAFP section
 - ☐ Annual review date is within three months of the CEPT referral packet completion
 - ☐ ESY eligibility was considered for any IEPs submitted after January
 - ☐ In line with HCPSS best practices (as outlined in *HCPSS Special Education Procedures & Guidelines Handbook*)
 - ☐ Supplementary aids have clear descriptions for individualized supports like adult support, crisis intervention, etc
 - ☐ Goal pages include progress reports that reflect current performance and a lack of progress
- ☐ BIP is current and complete, including:
 - ☐ FBA is recent
 - ☐ Reflects current interfering behaviors
 - ☐ Has been implemented (as appropriate)
 - ☐ Parent/guardian signatures are included for students who require use of restraint/seclusion
- ☐ Appendix A documents are included (when appropriate)
- ☐ Other IEP related documents needed for IEP implementation are included and complete
- ☐ Copy of current Parental Consent form is included (restraint, seclusion, alternative assessment)



Assessment Reports and Related Documents

- ☐ Assessment report(s) **OR** re-evaluation worksheet
- ☐ All reports are signed and are most current on file
- ☐ There is a report referencing strengths and needs in each area where a related service is provided

Synergy Documents

- ☐ All listed documents are included
- ☐ Schedule and transcripts are up-to-date to reflect current course needs
- ☐ Discipline record is current

Overall Packet Expectations

- ☐ Packet was reviewed and approved by RT and IF prior to submission
- ☐ Documents are complete and free of errors

CEPT Meeting Scheduling

- ☐ Review conference with IF was conducted on **OR** was waived
- ☐ IF was notified and communicated with school team to create *IEP Team Meeting Notice*
- ☐ Other programs that should be considered: CHOOSE CHOOSE

Reviewer Notes