

Central Education Placement Team (CEPT) Packet Review Checklist

For Use by DSE Staff

Student Name:

Referring School:

Resource Teacher Review

Completed by:

Date of Review:

- ☐ CEPT referral was logged using Google Form
- ☐ All documents are present, complete, and free of errors
- ☐ All documents include ALL pages
- ☐ IEP is copied in landscape
- ☐ Parent Resources were provided to the family
- ☐ Developmental and School History form was provided to the family
- ☐ CEPT Referral Form has current contact information listed
- ☐ Any pertinent legal documentation is included with packet
- ☐ IEP reflects the student's current needs and is in line with HCPSS Best Practices
- ☐ BIP reflects the student's current behaviors
- ☐ There is an assessment report referencing strengths and needs in each area where a related service is provided
- ☐ Included assessment reports are signed
- ☐ Copy of current Parental Consent form is included (restraint, seclusion, alternative assessment), when applicable

★ If packet does not meet all of the standards above, the packet should be returned to the school team for corrections.

Instructional Facilitator Review

Completed by:

Date of Review:

Documentation Review

- ☐ All documents are present, complete, and free of errors (secondary review)
- ☐ Submitted IEP documents are aligned with HCPSS Best Practices, expectations, and quality of completion
- ☐ IEP Team Meeting Report has clear documentation of reason for CEPT referral and discussion of other programs considered
- ☐ *Summary of Educational History, Services, and Interventions* form lists specific interventions (implemented with fidelity) and includes quantitative data to show the student's responses to those interventions

- ☐ IEP is current, clearly documents the student's current presentation in the present levels, and is in final draft form
- ☐ *IEP Progress Report* clearly documents the student's lack of progress
- ☐ BIP reflects current behavioral needs, is informed by a current FBA, and has been implemented

Process Review

- ☐ Other resources were accessed prior to the IEP Team's determination to refer the student to the CEPT.
- ☐ Please select additional resources from the list below.
 - ☐ Consultation with DSE staff
 - ☐ Consultation with other HCPSS staff/departments
 - ☐ Training
 - ☐ Materials
 - ☐ Staffing
 - ☐ Technology or equipment
 - ☐ Resource(s) outside of the HCPSS (*but initiated by the HCPSS*)
 - ☐ Other:
- ☐ Parent/guardian involvement was included in the pre-CEPT process (IEP meeting participation, providing input through the *Developmental and School History* document)

★ If packet does not meet all of the standards above, the packet should be returned to the school team for corrections.

Date of Submission to CEPT for Scheduling:

IF Signature: