

Central Education Placement Team (CEPT) Referral Checklist

Student Name:

Date Completed:

CEPT Documents

- ☐ Central Education Placement Team (CEPT) Referral Form
- ☐ Parent Input Form for CEPT Meeting *(to be completed by the parent)*
- ☐ Summary of Educational History, Services, and Interventions form

Related Student Records

- ☐ Copy of Birth Certificate
- ☐ Immunization Record
- ☐ Relevant legal documentation (e.g. Court Order for Educational Rights, Protective Order, etc.)*

*Please review the HCPSS Special Education Handbook starting in Chapter 3 to review the definition of a "parent" in relation to the IEP process. If you have questions, please contact your Instructional Facilitator.

Special Education Documents

- ☐ IEP Team Meeting Report documenting the referral to CEPT
- ☐ Individualized Education Program *(must be finalized)*
 - ☐ ESY eligibility must be determined for all referrals submitted after January
 - ☐ Annual review date is within one quarter of the referral date
- ☐ IEP Progress Report for the current IEP year (and last IEP year if no progress is reported yet)
- ☐ Behavior Intervention Plan (BIP)
- ☐ Appendix A (if appropriate)
- ☐ IEP related documents (e.g. Emergency Plan, Evacuation Plan, Health Plan, Sensory Diet, etc.)
- ☐ Teacher Report Forms
- ☐ Signed copy of Parental Consent form(s) for restraint, seclusion, and/or alternative assessment

Assessment Reports and Related Documents

- ☐ Educational Assessment Report *(signed and most current)*
- ☐ Functional Behavior Assessment *(most current)*
- ☐ Psychological Assessment Report *(signed and most current)*
- ☐ Related Service Assessment Reports - Speech Language, OT, PT, etc. *(signed and most current)*
- ☐ Most recent Reevaluation Worksheet for assessment reports that are more than 1 year old
- ☐ Other assessment reports and documentation that are part of the student record such as:
Neuropsychological, Psychiatric, Psychiatric Discharge Summary, etc. *(less than 3 years old)*

Synergy Documents

- ☐ Current Report Card (or from last school year if referral is made in summer)
- ☐ Current class schedule for middle and high school students
- ☐ Current high school transcript, as applicable
- ☐ Student Graduation Check for middle and high school students *(printed from online system)*
- ☐ Student discipline record *(printed from online system for current school year and prior school year)*
- ☐ Student testing summary *(printed from online system)*