



GOING Paperless

Records Room

785-309-5135

785-309-5142

785-309-5149

ckcierecordsroom@usd305.com

Signatures can still be taken physically, but all paperwork will be submitted to the Records Room digitally via WebKIDSS

Steps:

1) Scan *Signed IEP Documents to Computer

*Separate/bundle the formal IEP documents into one file. Bundle any extra documents (Voc Rehab Release, CKCIE Release, etc.) and scan those as a separate file

2) Rename Scanned Files using the correct file naming structure

*See examples below

3) Upload Renamed file(s) to WebKIDSS

*Upload Formal IEP Documents as one file and then upload extra supporting documents as a second file

4) Attach Uploaded Files to the Correct IEP Year

*If it is a re-eval, it will go on the current IEP year

5) Enter Comments that include the acronyms for all included documents

*The file is an IEP but included documents would be Notice of Meeting, Prior Written Notice, Parent Notification Form, etc

6) Update all documents AND File all forms used

*Update any changes that were made during so that the electronic version matches the scanned and signed copy

7) For Annual IEPs and/or Amendments-Click the "Submit" button on the demographics page

*You do NOT use the submit button for progress notes, consent forms, or other items outside of an IEP/Amendment

*Currently only primary case managers are able to submit

File Naming Structure

Frequently Used Formal Documents:

Amendment w/out or w/Meeting - AMEND
Conference Summary Form - CSF
IEP - IEP
Medicaid Physician Form - MPF
Notice of Meeting - NOM
Parent Notification Form - PNF
Prior Written Notice - PWN
Excusal Form - EF

Additional Formal Documents:

Consent to Invite Non School Members - CNM
Eval/Eligibility - EVAL
Eval/Reeval Extension Form - EEF
Behavior Intervention Plan - BIP
Manifestation Determination Review Form - MDR
Prior Written Notice Eval/Reeval Consent - PWNE
Reeval Not Needed - RNN
Revocation of Consent Form - RCF
Revocation Prior Written Notice - RPWN
Summary of Performance - SOP

Extra Supporting Documents:

Ready Willing & Able Letter - RWA
Consent to Communicate Electronically - CCE
Pre-Ets/Vocational Rehab Release - PreEts/Voc Rehab Req
Others- Name accordingly

EXAMPLES

***ONLY USE DASHES IN FILE NAMES**

IEP EX: 10-10-2023 IEP FL(STUDENT FIRST/LAST INITIALS)

RNN EX: 09-22-2023 RNN FL

Scan/Upload as 1 File

Scan/Upload as 2nd File

Required Forms

Parent Signature

Staff Signature

Parent & Staff Signature

Annual IEP

- Notice of Meeting- NOM
- IEP Forms – All Pages
 - Parent Notifications Form *IE Parent Rights & IEP distribution (PNF)
- Medicaid Forms – Not included on Gifted only IEP's
 - Doctor information on Medicaid Physician Form
 - Delivery information on Medicaid Page in IEP (MPF)
- Prior Written Notice (PWN)
- Conference Summary (CFS)

Amendment without a Meeting

- IEP Amendment RTE (AMEND) – will be marked “no” and signed by guardian if guardian is ok with no meeting
- Prior Written Notice (PWN) – signed if more than 25% change

Amendment with a Meeting

- Notice of Meeting/Acknowledgement (NOM)
- IEP Forms (Shows the word Amendment with the Date at top of the IEP Signature Page) – All Pages
 - IEP Amendment RTE (AMEND)
- Prior Written Notice (PWN)
- Conference summary (CFS)

Evaluations

- Prior Written Notice Eval/ReEval (PWNE) (this form can also be turned in by itself before the Eval is done) – Preferable on students that are in Process
- Notice of Meeting/Acknowledgement (NOM) (only if evaluation feedback is not with annual IEP)
- Evaluation/Eligibility Team Report (EVAL)
- For students exiting services, not qualifying for services (no IEP) or categorical label change only - Prior Written Notice (PWN) & Notice of Meeting/Acknowledgement (NOM)

Reevaluation Not Needed (RNN)

- Reevaluation Not Needed (RNN)

Manifestation – Could have the following forms

- Notice of Meeting/Acknowledgement(NOM)
- Manifestation Determination Review (MDR)
- Manifestation Forms w/Prior Written Notice (PWN) – not always
- Manifestation Forms w/Amendment(AMEND) & Prior Written Notice (PWN) – not always, change in service, OSS/Expulsion for 10 or more consecutive school days

Other IEP meetings

- Notice of Meeting (NOM)
- Prior Written Notice (PWN) (only if you made changes or refused a request)
- Conference summary (CFS)

Extra Forms when Needed

- Excusal Form (EF) – when required staff is not attendance for the entirety of the meeting
- Consent to Invite Non-School Members (CNM)

Revocation all SPED Services

- Revocation of Consent-Parent Request (ROC)
- Prior Written Notice for Revocation (PWNR)
- * Upload Separately-Ready Willing Able Letter (RWA)

Revocation – Partial Services

- Revocation of Consent-Parent Request (ROC)
- Amendment Form (AMEND)
- Prior Written Notice (PWN)