



**RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD PRINCIPAL'S
CHECKLIST FOR INITIAL IDENTIFICATION AND PLACEMENT REVIEW**

SE 16

Name of Pupil: _____

Principal: _____

Date of Birth (yyyy-mm-dd):

School: _____

Action Taken	Date	Comments	SE Forms
1. Discussed with parent			
2. Written parental consent obtained for individual assessment. Staff filled out Referral for Screening Assessment			SE 1 and SE 2
3. Educational Screening/Assessment Completed			
4. Decision to identify made			
5. Invited parent to IPRC and sent parent's guide (placed copy of SE 17 in OSR)			SE 17 and SE 24
6. IPRC Meeting (refer to duties in Procedures and Personnel Section)			SE 20
7. Sent statement to parent if parents did not attend			SE 20
8. Received signed statement from parent			
9. Sent list of IPRC'd students to Board			SE 25
10. Arranged discussion between parent and IPRC if requested by parent due to disagreement of identification or placement			
11. Requested direction from Board if no parental response after 30 days - placed copy in OSR			SE 21
12. Placed pupil as agreed or directed			
13. Notified the parent of Board-directed placement - placed copy in OSR			SE 22
14. Arranged transportation when necessary			
15. Filed copy of minutes of IPRC in OSR			SE 20
16. Develop IEP* (if not already developed)			SE 30

*Develop IEP no later than 30 school days after Special Education program begins. (Reg. 181/98)