

LaSalle /Putnam County Educational Alliance for Special Education

Jayne Salazar, Principal
Circuit Breaker School
2233 6th Street, Suite 1
Peru, Illinois 61354

Telephone 815-220-0740
Fax 815-220-0881

- Intake meetings
 - District Responsibilities for incoming students:
 - Send all items in packet found on-line
 - Assist in scheduling a visit for the potential student/family
 - Once student is accepted into CBS, the Home District will:
 - Assist with scheduling an intake meeting
 - Send an invitation to the meeting (and two mandated reminders)
 - Complete annual review pages
 - Be sure Conference Summary Report has CBS for school attending and appropriate CBS case manager
 - Bring a blank signature page and 10-day waiver if necessary
 - Facilitate the intake meeting as Home District has most knowledge of the student
 - CBS will:
 - Make any modifications to the Behavior Intervention Plan (SW & CBS Teacher)
 - Make changes to the Educational Services & Placement page (CBS Teacher)
 - Schedule a meeting for 30 days after the student begins CBS (CBS Staff)
 - Send out invitations and facilitate meetings following the intake IEP-Aside from 3-year reevaluations (CBS Staff)
- All typical IEP Meetings
 - CBS will:
 - Coordinates meeting date (SW)
 - Send out invitations (SW)
 - Compile, summarize, attach data, and write IEP (CBS Teacher)
 - Write SEL goal (SW)
 - Write BIP & Transition Plan (SW & CBS Teacher)
 - Facilitate meeting (CBS Teacher)
 - Scribe at computer during meeting (CBS Staff)
 - Take notes/time keeper (SW)
- Re-evaluation Meeting
 - District will:
 - Coordinates meeting date
 - Send out invitations
 - Inform CBS about how/when domain meeting will be conducted
 - Complete domain/initial/reevaluation paperwork
 - District LEA conducts the domain/reevaluation meeting
 - CBS will:
 - Complete informational form from district/CBS Educational Documentation Form
 - Facilitate IEP portion of the meeting (CBS Teacher)
 - Compile, summarize, attach data, and write IEP (CBS Teacher)
 - Write SEL goal (SW)
 - Complete BIP & Transition Plan (SW & Teacher)
 - Scribe from CBS or district at computer during meeting
 - Note taker/time keeper (SW)