

## **\*New Special Education Supplemental IEP Forms Available**

For the past 3 years, the Sonoma County SELPA has used two different sets of forms for the IEP process; The State SELPA IEP forms (forms 1-9B), and the Sonoma County SELPA-developed Special Education forms. Recently, this SELPA adopted the supplemental forms created by the State SELPA IEP Committee. These newly adopted forms will replace SELPA Special Education forms with the same or similar title. For example, the State SELPA IEP Form #21, Referral for Special Education and Related Services will replace Sonoma County SELPA form #1, Special Education Referral.

Currently, there are State SELPA IEP forms and Sonoma County SELPA Special Education forms with the same number, such as State SELPA IEP form #1 (Eligibility) and Sonoma County SELPA form #1 (Special Education Referral). To reduce confusion, all of the forms will be numbered sequentially, with no number duplications. A gap will be left between the State IEP form numbers (1-9B) and the State SELPA Supplemental IEP forms (21-31) to allow for the addition of other forms. Current Sonoma County SELPA Special Education forms still in use will be numbered 40+ (SEE RE# SELPA FORMS). The intent is to make it easier for all to locate and download the correct form of their choosing. The new numbering system will be released Oct. 15. Form Replacement List-R reflects the new form title and number followed by the form title and number it will replace. The Spanish State SELPA IEP and Supplemental IEP forms will be posted as soon as they are received.

The SELPA is currently in the process of creating templates for these forms that will be available for download from our website so that all users of the forms will have access to the Supplemental forms. The expectation is that these forms will be in use by all districts as of November 1, 2009. This allows time to train special education staff in their use. Please advise all staff to remove the older forms from their archives after training. Only the current forms will be available on the SELPA website, web-based IEP, and Sonoma County Print Shop after November 1, 2009.

The IEP Manual on the SELPA web-site has been updated to reflect these new forms. To view the new Supplemental forms and their directions, please select 'Supplemental Forms List' from the 'Contents' page of the 'IEP Manual'. The directions and the forms are listed. We currently use the Meeting Notice form and the SLD forms (9a & 9B) so you needn't train on these three forms. *The forms in the manual do not have the SELPA logo or form number on them, so please use these forms for training purposes only.*

The directions for all of the State SELPA IEP forms are available when using the web-based IEP by clicking on the "Help" button located on the top right of each form. As of Oct.15, this feature will be available on all of the Supplemental forms added to the program. For those who use print only forms, or will use the templates, the manual posted on our web-site as of Oct 15 will include the directions to these Supplemental forms (same directions as attached above).

If you have questions, please call or email me.  
Kelly Brooks, Program Specialist : (707) 524-2764  
Sonoma County SELPA

\* Excerpted from an email originally sent to Superintendents, Principals and Special Education Directors/Coordinators on 10/15/09