

**LINCOLN PREPARTORY SCHOOLS  
DUE PROCESS CHECKLIST FOR GIFTED IEP**

**Student Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

- |             |  | DATE  |
|-------------|--|-------|
| <b>I.</b>   | Parent notification of Individual Education Program conference   |       |
| a           | (1) Parent sent notice ten (10) days prior to conference date with Medicaid letters attached                       | _____ |
|             | (2) Other persons involved with the IEP conference notified  | _____ |
| b           | Verify that the parent will attend meeting by:   |       |
|             | (1) Receipt of signed confirmation _____   |       |
|             | (2) Telephone or personal contact with parents _____   |       |
|             | (3) Sending a note home with the student for parent's signature and having it returned (keep copy) _____           |       |
| c           | Second notice sent to parent because there was no response within seven (7) days                                   | _____ |
| d           | If no response from second notice within three (3) days, contact the parent by phone or in person                  | _____ |
| <b>II.</b>  | IEP Conference is conducted with all required participants   | _____ |
| a           | Parent agrees with IEP and signs   | _____ |
| b           | Parent disagrees with the IEP  | _____ |
|             | (1) Notify, in writing, the Special Education Supervisor   | _____ |
|             | (2) Recommend whether or not the school system should initiate actions to override the parent's refusal of consent | _____ |
| <b>III.</b> | ESYP Fact sheet given  | _____ |
| <b>IV.</b>  | Louisiana's Educational Rights of GIFTED/TALENTED Children booklet given   | _____ |
| <b>V.</b>   | Gifted Triennial Reevaluation Completed  | _____ |

\_\_\_\_\_ Date

\_\_\_\_\_ Signature