

WAIVER PROCESS

STEPS FOR CASE MANAGERS

1

DISTRICT EVALUATION TEAM WILL CONTACT YOU WITH A WAIVER RECOMMENDATION

2

CONSULT WITH SCHOOL-BASED TEAM AND HDESD PROVIDERS TO DETERMINE IF WAIVER IS APPROPRIATE

3

GATHER TEACHER AND PARENT/GUARDIAN INPUT AND ADD TO EVALUATION PLANNING SUMMARY

Date and method of contact (phone, email, in-person, etc.)

4

OBTAIN INFORMAL PARENT CONSENT FOR WAIVER

Notify parent/guardian that formal waiver agreement will be sent home by RCC

5

NOTIFY RCC THAT WAIVER AGREEMENT IS READY TO BE SENT TO PARENT/GUARDIAN

6

ONCE WAIVER AGREEMENT HAS BEEN SIGNED

Schedule IEP/eligibility meeting and fill out [meeting request google form](#)
Reach out to RCC to complete eligibility statement(s) and summary

7

HOLD THE IEP/ELIGIBILITY MEETING AND COMPLETE REQUIRED PAPERWORK

Add participants to the eligibility summary and update meeting dates on the eligibility statement(s) and summary