2012-2013 OEC ONSITE MONITORING RECORD REVIEW ITEMS

	Record Review Item	Regulation 34 CFR or OAC	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
DISCIIPLINE	DIS-1	300.530(e)(1)	Did the district conduct a manifestation determination to determine the relationship of the child's behavior of concern to the child's disability?	YES	A manifestation determination review form (PR-03) was completed by the team.	* PR-03
				NO	A manifestation determination review form (PR-03) was not completed by the team.	
	DIS-2	300.530(e)(1)	Was the manifestation determination conducted within 10 school days of the district's decision to change the placement of a child with a disability? (When a student is removed for more than 10 days, this is considered a change in placement.)	YES	The date of the manifestation determination review is not more than 10 school days from the date of the decision to go over 10 days of out-of-school suspension or expulsion.	* Student discipline record documenting cumulative days of out-of-school suspension/expulsion, from which the MD review timeline can be calculated. * PR-03
				NO	The date of the manifestation determination review is more than 10 school days from the date of the decision to go over 10 days of out-of-school suspension or expulsion.	
				NA	If DIS-1 is "NO"	
	DIS-3	300.530(e)(1)	As part of the manifestation determination review, did the team review relevant information included in the student's file and the student's IEP?	YES	Question 1a is completed on the manifestation determination review form.	* PR-03
				NO	Question 1a is not completed on the manifestation determination review form.	
				NA	If DIS-1 is "NO"	

	Record Review Item	Regulation 34 CFR or OAC	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
DISCIIPLINE	DIS-4	300.530(e)(1)	As part of the manifestation determination review, did the IEP team review relevant information presented by the parents and teacher observations?	YES	Question 1b is completed on the manifestation determination review form and there is evidence the parent was provided the opportunity to participate in the review.	* PR-01 Prior Written Notice; * PR-02 Parent Invitation; and * PR-03 with 1b completed and parent signature ***OR*** * PR-01 Prior Written Notice; * PR-02 Parent Invitation; * PR-03 with 1b completed but no parent signature; and * Evidence of at least three attempts to obtain parental involvement (phone logs, parent contact logs, emails, conference call).
				NO	Question 1b is not completed on the manifestation determination review form or there is no evidence the parent was provided the opportunity to participate in the review.	
				NA	If DIS-1 is "NO"	
	DIS-5	300.530(e)(1)(i) and (2)	As part of the manifestation determination review, did the IEP team determine whether or not the conduct in question was caused by/or had a direct and substantial relationship to the child's disability?	YES	Question 1c is completed on the manifestation determination review form.	* PR-03
				NO	Question 1c is not completed on the manifestation determination review form.	
				NA	If DIS-1 is "NO"	

	Record Review Item	Regulation 34 CFR or OAC	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
DISCIIPLINE	DIS-6	300.530(e)(1)(i) and (2)	As part of the manifestation determination review, did the IEP team determine whether or not the child's conduct was a direct result of the district's failure to implement the IEP?	YES	Question 1d is completed on the manifestation determination review form.	* PR-03
				NO	Question 1d is not completed on the manifestation determination review form.	
				NA	If DIS-1 is "NO"	
	DIS-7	300.530(e)(1)	Did the IEP team determine whether or not the child's conduct was a manifestation of the child's disability in accordance with the results of the manifestation determination review?	YES	Information included in the "conclusion" box on the manifestation determination review form indicates the team's decision.	* PR-03 Note: If the response to question 1c or 1d on the PR-03 is "yes", the conclusion must be "yes" for the district to be in compliance.
				NO	The manifestation determination review form does not indicate the team's decision.	
				NA	If DIS-1 is "NO"	

	Record Review Item	Regulation 34 CFR or OAC	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
DISCIIPLINE	DIS-8	300.530(f)(1)(i)-(ii)	Did the district conduct a functional behavioral assessment (FBA) after the manifestation determination? (Unless the district conducted the FBA before the behavior that resulted in the change of placement.)	YES	An FBA is included in the student's file.	* Could be documented on OP-1 FBA form (optional form) or district-created form * Could be documented in the PR-06 Evaluation Team Report, PR-07 IEP Student Profile, or IEP Present Level of Performance
				NO	An FBA is not included in the student's file.	
				NA	The team determined that the conduct was not a manifestation of the student's disability.	
DISCIPLINE	DIS-9	300.530(f)(1)(i)-(ii)	Did the district develop a behavioral intervention plan (BIP) for the child as a result of the FBA? ***OR*** If the BIP had already been developed, did the district review the BIP after the manifestation determination and modify it as necessary to address the child's behavior?	YES	A BIP is included in the student's file.	* Could be documented on OP-2 BIP form (optional form) or district-created form * Could be documented in the PR-07 IEP
				NO	A BIP is not included in the student's file.	* Could be documented on OP-2 BIP form (optional form) or district-created form * Could be documented in the PR-07 IEP
				NA	The team determined that the conduct was not a manifestation of the student's disability.	