

Tracking Initial Individualized Education Plan Eye Exam

[Ohio Revised Code §3323.19](#) requires students to undergo a comprehensive eye examination either prior to, or shortly after, implementation of an initial Individualized Education Plan (IEP). It also requires the Ohio Department of Education and Workforce (DEW) to collect and report data about the implementation of this law. Beginning with year-end reporting in 2014, EMIS will collect this data. DEW believes that data will be more accurate if districts maintain a record of eye exams throughout the school year. Attached is a tool that will assist in that effort. There is no requirement to use this tool, but the information on it will be collected through EMIS during year-end reporting.

STUDENT ID	DATE INITIAL IEP SERVICES BEGAN	DATE PARENT/GUARDIAN NOTIFIED OF REQUIREMENT FOR EYE EXAM	DATE OF EYE EXAM	SPECIAL CIRCUMSTANCES PREVENTING EYE EXAM

Student ID – This can be a district ID, the child’s name, or the SSID. Using the EMIS SSID will make it much easier for you to troubleshoot if the counts of IIEPs reported here do not match the counts of IIEPs in EMIS.

Date Initial IEP Services Began – For all Initial IEPs written after July 1, 2014. This should match the initial IEP begin date in EMIS.

Date Parent/Guardian Notified of Requirement for Eye Exam – The date the district notified the student’s parent/guardian of the initial IEP Eye Exam requirement.

Date of Eye Exam – Ohio Revised Code §3323.19 requires exam within nine months prior to IEP implementation, or within three months after implementation of the IEP. Districts should keep documentation in student’s file; documentation can be as simple as a note from parent citing date of exam or a summary of a phone conversation.

Special Circumstances Preventing Exam - If there is no date for an eye exam, this information must be provided. Examples are parental refusal, parental non-response, hospitalization, incarceration, lack of resources. Circumstances are reported by the parent and documentation can be as simple as a note from parent citing or a summary of a phone conversation.