SPECIAL EDUCATION QUICK START GUIDE

This guide from the Indiana Department of Education (IDOE) serves to streamline the onboarding of new staff members who will work with students with disabilities. This quick reference offers schools a starting point for collaborative conversations surrounding special education students to move from compliance to the amplification of student learning and participation in schools. This document should not serve as a comprehensive list.

Resources

Ensure that you have access to the following resources and systems, as applicable.

U.S. DEPARTMENT OF EDUCATION / IDOE

- IDOE Special Education webpage
  - Indiana Special Education Directory
- IDOE Early Childhood Special Education webpage
  - IDOE Early Childhood Special Education Flow Chart
- IDOE Special Education Moodle Course
- IDOE LINK Portal:
  - Security Access: Setting Staff Types (Roles)
  - LINK Portal and EdPlan
- IDOE Notice of Procedural Safeguards
- IDOE Choice Scholarship Program webpage
- Indiana State Board of Education Special Education Rules Title 511 Article 7 Rules 32-49
- U.S. Department of Education Parent and Educator Resource Guide to Section 504 in Public Elementary and Secondary Schools

LOCAL

- Corporation Learning Mangement and/or Student Information System
- Corporation/School Curriculum and Maps
- Corporation Individualized Learning Plan (ILP) System or Template
- Corporation/School Special Educaiton Materials

ADDITIONAL PARTNERS

- Indiana Secondary Transition Resource Center Newsletter
- IN*SOURCE Special Education Parent Support webpage
- Indiana Learning Lab
- Indiana Individualized Education Program (IIEP) System Manual
- National Center for Special Education in Charter Schools Special Education Toolkit: Guidance for Charter School Authorizers

Policies and Procedures

Work with school and corporation leadership teams to review and understand the following key special education programming areas as they pertains to your role within the corporation or school setting.

☐ **Assessments**
- ☐ I AM
- ☐ ILEARN
- ☐ IREAD-3
- ☐ SAT
- ☐ WIDA ACCESS

☐ **Special Education Policy**
- ☐ Individuals with Disabilities Education Act (IDEA)
- ☐ Section 504 of the Rehabilitation Act of 1973
- ☐ Every Student Succeeds Act (ESSA)
- ☐ Americans with Disabilities Act (ADA)

☐ **Special Eudcaiton & Classroom Teacher Collaboration**

☐ **Providing Core Special Education Development**
- ☐ Program and Placement Models
- ☐ Staffing/Curriculum
- ☐ Scheduling

☐ **Parent Communication & Family Engagement**

☐ **Access to Corporation Data and Core Curriculum**

☐ **Special Education Identification**

☐ **Writing an IEP**

Contacts

Maintain up-to-date contact information for school, corporation, and IDOE Special Education support staff. If helpful, document names and contact information (email and phone number) of individuals in the fields below for future reference.

State	Corporation	School
Special Education Team	Family Engagement Specialist	Lead/Mentor Teacher
State Special Education Specialist	Interpreters	Literacy Coach
Assessment Specialists	Curriculum/Student Services Director	School Test Coordinator
Technical Assistance Specialist	Special Education Director/Coordinator	Principal/Assistant Principal