

RA 6 & 8 ACCDs in a Nutshell as of 9/30/09

- 1. Review IEPs, 504s, ELL Plans, & SITs.**
- 2. Create spreadsheet rosters of candidates for ACCD 6 (indiv) & 8 (group).**
- 3. Complete Needs Documentation form for *each* candidate, make a copy, and turn in to Dr. Heiman by October 23. KSDE will make an unannounced random examination of these forms.**
- 5. Convene Plan revision meeting if necessary.**
- 4 . Adjust roster based on Plan revision.**
- 6. Complete and send to Jim Heiman your Read Aloud Accommodation Request Roster. When changes occur send Jim an updated form.**
- 7. Jim to submit the Special Action Request to CETE.**
- 8. Jim to download and print PDF from CETE.**
- 9. Jim to notify school for pick up of paper script no sooner than 36 HOURS BEFORE TESTING IS TO BE SCHEDULED.**
- 10. School to sign out paper scripts from Jim.**
- 11. School to document check out/in to teacher**
- 12. School to turn in to Jim paper script and school sign in/out form .**
- 13. School to sign paper script in to Jim**
- 14. Jim to shred paper script.**
- 15. School to enter ACCD code 6 (indiv) or 8 (group) into CETE Student Editor**