Manifestation Determination Review (MDR) Checklist

*One of the following must be true in order for the school to be required to do an MDR:*

- Total (cumulative) for the year of out of school suspensions, removals from the regular education setting and in-school suspensions (duration longer than 2.5 hours and special services are not delivered) is 11 days or more, constituting a change of placement; or
- There is a proposed change of placement or potential for a change of placement (i.e., Superintendent’s Discipline Hearing) for the student based on student behavior (this includes long-term suspension, expulsion and/or consideration of possible alternate / alternative placement).

**PREPARATION**

- Student is involved in incident that results in disciplinary action.
- Administration considers the action of the student and the school rules of conduct, and then makes the decision regarding appropriate disciplinary action.
- Administrator imposes disciplinary action.
- Administration notifies the parent of disciplinary action.
- ON THAT SAME DAY, Administration mails written notification of disciplinary action with a copy of Procedural Safeguards.
- Administration notifies the special education case manager of the disciplinary action.

**CASE MANAGER RESPONSIBILITIES**

- Case Manager coordinates MDR Meeting with Administration, parents, regular education teacher, and School Psychologist. This is an IEP meeting: all core IEP Team members are required to attend.
- Case Manager sends written IEP meeting notification for the purpose of the MDR to the parent within reasonable amount of time to ensure receipt of notice (prior to the MDR meeting).
- Case Manager places copy of the written IEP meeting notification of the MDR in the student’s educational record.

*Pause Point – REVIEW PREVIOUS STEPS FOR COMPLETION BEFORE MOVING ON*

**PROCEDURES - MDR**

- School administration / designee (LEA) determines which member of the IEP Team will facilitate the MDR meeting. *(School Psychologist has traditionally done this, but it is not a mandate.)*
- MDR meeting facilitator reviews purpose of meeting and facilitates introductions.
- MDR meeting facilitator documents the review utilizing the MDR form, available in EasyIEP.
- IEP Team participates in the Manifestation Determination Review meeting; addresses each section of the MDR form; and determines if the behavior is a manifestation of the student’s disability.
- IEP Team determines if a Functional Behavioral Assessment/Behavioral Intervention Plan (FBA/BIP) is required (if causal) or desired (optional if not causal) to be completed.
- MDR meeting facilitator secures parent consent on MDR document that indicates agreement / disagreement.
- MDR meeting facilitator copies of all documents presented at IEP Meeting provided to the parent.
- MDR meeting facilitator places originals of all documents presented in the student’s educational record.
- MDR meeting facilitator communicates any parental disagreement with the Special Education Coordinator.

**EDUCATIONAL SERVICES**

- Case Manager facilitates the IEP Team in determining if educational services are required to enable the student to participate in the general curriculum and progress toward meeting IEP goals and objectives.
- Case Manager notes educational services in an IEP Addendum and parent consent secured.
- If homebound services are required, Homebound Request Form is completed by school administration and submitted for approval with a copy of the IEP Addendum to COB.
- Case Manager copies all documents for parent and places originals in educational file.