

Special Education Support

TIERED SERVICE FRAMEWORK & CHECKLIST

Tier 1: Foundational Support & Education

Establishing communication, understanding rights, and organizing primary documentation.

- Intake Formalization:** Complete and submit all required intake documentation.
- Documentation Review:** Conduct a comprehensive review of educational records and provide foundational guidance.
- Rights Education:** Ensure parental understanding of IDEA and Section 504 fundamentals, collaborating with a PHP Trainer when applicable.
- Training Coordination:** Distribute the training schedule and assist parents with the registration process.
- Initial Correspondence:** Initiate formal written communication with the school, ensuring the Our Parent Liaison (OPL) is copied.

Tier 2: Active Coordination & Dispute Resolution Training

Escalating to direct school coordination, state-level communication, and preparation for dispute resolution.

- Information Release:** Execute and share the formal Release of Information (ROI) with the school.
- Leadership Engagement:** Establish a direct connection between the OPL and the Special Education Director or School Administrator.
- State-Level Communication:** Facilitate communications between the parent, OPL, and Wyoming Department of Education (WDE) personnel.
- Dispute Resolution Preparation:** Conduct a joint dispute resolution training session featuring the parent, PHP Trainer, and assigned OPL.

Tier 3: Formal Action & Legal Escalation

Taking formal administrative or legal measures to ensure compliance and student needs are met.

- State Complaint:** File a formal State Complaint, if circumstances necessitate.
- IEP Facilitation:** Coordinate and participate in facilitated Individualized Education Program (IEP) meeting(s).
- Mediation & Due Process:** Initiate formal Mediation or Due Process proceedings.
- Legal Referral:** Provide referrals to specialized educational advocates or Legal Aid representation.