

# Sample Student Record Review

Suspensions and Expulsions and  
Suspensions and Expulsions by Race/Ethnicity (B-4B and B-4AB)

## Instructions:

1. Review the student suspension and expulsion history, including IEPs, MDRs, BIPs, starting with the 2014-2015 school year. The Worksheet for Determining a Pattern of Behavior available under the [FM Team Only Tab](#), may assist you in tracking student removals.
2. For removals/ MDRs that occur after the first change of placement, make notes in the applicable comment section as to whether the subsequent activities of the district were in compliance or not. For situations involving multiple changes of placement, compliance should be based on all of the district's activities, not just those which occurred after the initial change of placement.

Student Name:  Birthdate:

Current IEP Date:  Race/Ethnicity:  Primary Disability:

Reviewed By:  Date of Review:

Item #	Citation	Probe	Responses			
			Yes	No	N/A	Comments
<b>1. IEP Considerations</b>						
1	§ 300.324(a)(2)(i)	The use of positive behavioral interventions or other strategies to address behavior needs were considered by the IEP team.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	§ 300.324(a)(2)	If the use of PBIS was considered and needed, it is addressed in the IEP.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	§ 300.324(a)(2) and 300.503	If the use of PBIS was considered and not needed, a statement is included in the Notice under options considered but not needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	§§ 300.321(a)(1) and 300.322	The parent attended the IEP team meeting or there were repeated attempts to invite the parent.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Michigan Department of Education  
Office of Special Education

Item #	Citation	Probe	Responses			
5	§§ 300.321(a)(2) and 300.321(e)	The regular education teacher attended the IEP team meeting or there was documentation of an excusal and written input if they were not in attendance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	§§ 300.321(a)(3) and 300.321(e)	The special education teacher or service provider attended the IEP team meeting or there was documentation of an excusal and written input if they were not in attendance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7	§§ 300.321(a)(4) and 300.321(e)	The representative of the public agency attended the IEP team meeting or there was documentation of an excusal and written input if they were not in attendance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8	§§ 300.321(a)(5) and 300.321(e)	An individual who can interpret instructional implications of evaluations attended the IEP team meeting or there was documentation of an excusal and written input if they were not in attendance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>2. Discipline (Change of Placement):</b> Only complete this section if the student had a change of placement.			<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
9	§ 300.536(b)(1)	The district determined that a pattern of removals constituted a change of placement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10	§ 300.530(h)	The district notified the parents of the decision to make a removal that constituted a change of placement on the date the decision was made.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11	§ 300.530(h)	The district provided the procedural safeguards notice to the parents <b>on the date</b> the decision was made to make a removal that constituted a change of placement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>3. Discipline (Manifestation Determination Review (MDR)):</b> Only complete this section if the student had or was entitled to an MDR.			<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
12	§ 300.530(e)	A MDR was completed following a change of placement (after the 10th consecutive day or a series of removals that constituted a pattern).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
13	§ 300.530(e)(1)	The district, the parent, and relevant members of the IEP team (as determined by the parent and the district) completed the MDR.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Michigan Department of Education  
Office of Special Education

Item #	Citation	Probe	Responses			
14	§ 300.530(e)(1)	The MDR participants reviewed all relevant information in the student's file, including the IEP, any teacher observations, and relevant information provided by the parent.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
15	§ 300.530(e)(3)	If the MDR determined that the conduct was the direct result of the district's failure to implement the IEP, immediate steps were taken to remedy the failure.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>3a. Discipline (Manifestation of Disability):</b> Only complete this section if the conduct was <b>found</b> to be a manifestation of the student's disability.			<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
16	§ 300.530(f)(2)	The student was returned to the placement from which the child was removed, unless the parent and the district agreed to a change of placement as a part of the modification of the behavior intervention plan (BIP).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
17	§ 300.530(f)(1)(i)	The district conducted a functional behavioral assessment (FBA) and implemented a behavioral intervention plan, if appropriate, for the student.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
18	§ 300.530(f)(1)(ii)	The district reviewed the existing BIP, modifying it as necessary to address the behavior.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>3b. Discipline (Not a Manifestation of Disability):</b> Only complete this section if the If the conduct was found <b>not</b> to be a manifestation of the student's disability.			<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
19	§ 300.530(c)	The student received, as appropriate, a FBA, behavioral intervention services, and modifications designed to address the behavior violation so that it does not recur.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>4. Discipline (Removals and Services):</b> Only complete this section if the student has been removed for more than 10 school days.			<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
20	§ 300.530(b)(2)	Services were provided and documented after the 10th school day of removal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
21	§ 300.530(d)(5)	If the removal was a change of placement, the IEP team determined appropriate services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
22	§ 300.530(d)(4)	If the removal was not a change of placement, school personnel consulted with at least one of the student's teachers to determine the needed services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

<b>5. Discipline (Special circumstances (Weapons, drugs, serious bodily injury)):</b> Only complete this section if the student had a removal based on special circumstances.			<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
23	§ 300.530(g)	The student was placed in an interim alternative educational setting for not more than 45 school days.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Does this student require a SLCAP?** Yes No N/A *If N/A, explain:*

**If "Yes," then the due date of the SLCAPs will be 30 school days from the date of this review. Based on the Date of Review selected, SLCAPs will be due on \_\_\_\_\_ :**

<b>Citation</b>	<b>Item of Noncompliance</b>	<b>Corrective Action Required</b>	
		Check all that apply: <input type="checkbox"/> Complete a new IEP or IEP Amendment. <input type="checkbox"/> Complete an MDR. <input type="checkbox"/> Determine whether a change of placement occurred <input type="checkbox"/> Provide educational services or submit an assurance that services were provided. <input type="checkbox"/> Conduct an FBA and implement an BIP <input type="checkbox"/> Other (Specify)	

**Notes**