

Instructions to LEA

Complete a separate checklist for each student for whom you are submitting a day or residential application in APEX each year. Attach this checklist to the student's day or residential application in APEX.

Student Information

Student Name and UID	Student's Enrolled LEA and CDN
Name and Title of Person Completing this Checklist	Date Checklist Completed

IEP Page Numbers

Identify the IEP page number(s) where the following requirements are documented. If you have uploaded multiple IEP files, please use brief text to identify which IEP file contains the information (e.g., "Annual p. 58" or "May 4th Revision p. 12".) **Do not enter a narrative response, only page numbers.**

Requirement	Page Number
1) Lesser restrictive placements implemented prior to nonpublic placement	
2) Services which the LEA is unable to provide and which the facility will provide	
3) Criteria and projected date for the student's return to the LEA	
4) Appropriateness of the facility for the student	
5) Representative of the facility who participated in the ARD committee meeting	
6) Instructional setting code (ensure this is aligned with a day or residential placement)	
7) If residential placement is discussed in an ARD committee meeting, documentation of provision of the "Educational Residential Placements and State Supported Living Centers: Knowing Your Options" brochure (enter "n/a" if residential placement was not discussed for this student)	
8) If the student's contract end date extends beyond the last day of the regular school year, ESY eligibility determination (enter "n/a" if this does not apply)	

Contract Page Numbers

Identify the contract page number(s) where the following requirements are documented. If you have uploaded multiple contracts files, please use brief text to identify which IEP file contains the information (e.g., "Contract #2 p. 2".) **Do not enter a narrative response, only page numbers.**

Requirement	Page Number
1) LEA representative signature and date	
2) Facility representative signature and date	
3) Date range of placement	
4) <i>Required for residential; optional for day:</i> List of services with cost analysis	