



Wisconsin Department of Public Instruction  
**PROCEDURAL COMPLIANCE SELF-ASSESSMENT  
IEP IMPLEMENTATION INTERVIEW RECORDING FORM  
FOR DETERMINATION OF IEP IMPLEMENTATION (I-18)**  
PI-SA-I-18-Interview (Rev. 7-09)

**INSTRUCTIONS:** Complete one copy for each student record selected for the sample. Retain at the district level. *For Local Use Only. Will be requested if the LEA is selected for DPI validation of self-assessment process.*

**DIRECTIONS:** Educational services must be provided to each child with a disability consistent with the child's Individualized Education Program (IEP). These services include special education, related services, supplementary aids and services, and program modifications and supports for school personnel. For each IEP in the IEP sample, interview parent(s)/guardian and relevant staff to determine whether required services are provided. Relevant staff will usually be the child's primary special education teacher or provider. If the child is participating in the regular education environment, also interview at least one of the child's regular education teachers. The interviewer should use form I-9 (Sections I-IV)(Program Summary) of the student's IEP and ask the parent or relevant staff whether the student is receiving the services specified in each of these sections. Please use copies of this form for interviews of additional staff.

**GENERAL INFORMATION**

Student Name

Reviewer's Name

**REVIEWER'S STATEMENT**

I have considered all information provided through interviews and believe that this student's IEP:

is implemented.  is not implemented.

**PARENT/GUARDIAN INTERVIEW**

Parent Name

Three Contact Attempts Failed:

Date:

Method of Contact:

Date of Interview

**Introduction to Parent:** *DPI encourages you to provide the following information to the parent/guardian.*

The \_\_\_\_\_ School District is conducting a self-assessment around federal and state legal requirements related to special education. Your responses will be used by us to report to the Wisconsin Department of Public Instruction. Thank you for agreeing to participate in this interview. Today we will be discussing your child's current IEP. Please share with us whether you think your child has received the services required by his/her IEP.

1. Special education (specially designed instruction to meet the unique needs of the child).  Parent does not know.  
 Parent believes that staff is implementing this component consistent with the child's IEP.  
 Parent believes that staff is NOT implementing this component consistent with the child's IEP. *Explain why not implemented.*
2. Related services (transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education)  
 Parent believes that staff is implementing this component consistent with the child's IEP.  
 Parent believes that staff is NOT implementing this component consistent with the child's IEP. *Explain why not implemented.*  
 Parent does not know.  There are no related services in the student's IEP.
3. Supplementary aids and services (aids, services, and other supports that are provided in regular education classes, other education-related settings, and in extracurricular and nonacademic settings, to enable children with disabilities to be educated with nondisabled children to the maximum extent appropriate)  
 Parent believes that staff is implementing this component consistent with the child's IEP.  
 Parent believes that staff is NOT implementing this component consistent with the child's IEP. *Explain why not implemented.*  
 Parent does not know.  There are no supplementary aids and services in the student's IEP.
4. Program modifications or supports for school personnel.  
 Parent believes that staff is implementing this component consistent with the child's IEP.  
 Parent believes that staff is NOT implementing this component consistent with the child's IEP. *Explain why not implemented.*  
 Parent does not know.  There are no program modifications or supports in the student's IEP.
5. Accommodations that are necessary to measure the achievement and functional performance of the child on state and district-wide assessments.  
 Parent believes that staff is implementing this component consistent with the child's IEP.  
 Parent believes that staff is NOT implementing this component consistent with the child's IEP. *Explain why not implemented.*  
 Parent does not know.  There are no accommodations for state and district-wide assessments in the student's IEP.

<b>STAFF INTERVIEW</b>
------------------------

*Use a separate page for each staff person if you interview more than one staff person responsible for implementing the child's IEP.*

Student Name	Reviewer's Name	
Name of Staff Person Interviewed	Title/Responsibilities	Date of Interview

*Please review the amount, type, frequency, and location of the services required by the IEP and determine whether they are provided. Questions you may want to ask include: describe what services you provide or are you aware of any services not being provided.*

**Introduction to Staff:** The \_\_\_\_\_ School District is conducting a self-assessment around federal and state legal requirements related to special education. Your responses will be used by us to report to the Wisconsin Department of Public Instruction. Thank you for agreeing to participate in this interview. Today we will be discussing the IEP of \_\_\_\_\_.

1. Special education (specially designed instruction to meet the unique needs of the child).
  - a.  Interviewee has responsibility for this component.  Interviewee does not have responsibility for this component.
  - b.  Interviewee believes that this component is implemented.  Interviewee believes that this component is NOT implemented.  
*Explain why not implemented.*
  - Interviewee does not know if component is implemented.

---

2. Related services (transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education)
  - There are no related services in the student's IEP.  
If there are related services in the IEP:
  - a.  Interviewee has responsibility for this component.  Interviewee does not have responsibility for this component.
  - b.  Interviewee believes that this component is implemented.  Interviewee believes that this component is NOT implemented.  
*Explain why not implemented.*
  - Interviewee does not know if component is implemented.

---

3. Supplementary aids and services (aids, services, and other supports that are provided in regular education classes, other education-related settings, and in extracurricular and nonacademic settings, to enable children with disabilities to be education with nondisabled children to the maximum extent appropriate)
  - There are no supplementary aids and services in the student's IEP.  
If there are supplementary aids and services in the student's IEP:
  - a.  Interviewee has responsibility for this component.  Interviewee does not have responsibility for this component.
  - b.  Interviewee believes that this component is implemented.  Interviewee believes that this component is NOT implemented.  
*Explain why not implemented.*
  - Interviewee does not know if component is implemented.

---

4. Program modifications or supports for school personnel.
  - There are no program modifications or supports in the student's IEP.  
If there are program modifications or supports in the student's IEP:
  - a.  Interviewee has responsibility for this component.  Interviewee does not have responsibility for this component.
  - b.  Interviewee believes that this component is implemented.  Interviewee believes that this component is NOT implemented.  
*Explain why not implemented.*
  - Interviewee does not know if component is implemented.

---

5. Accommodations that are necessary to measure the achievement and functional performance of the child on state and district-wide assessments.
  - There are no accommodations for state and district-wide assessments in the student's IEP.  
If there are accommodations to measure achievement/functional performance in the student's IEP:
  - a.  Interviewee has responsibility for this component.  Interviewee does not have responsibility for this component.
  - b.  Interviewee believes that this component is implemented.  Interviewee believes that this component is NOT implemented.  
*Explain why not implemented.*
  - Interviewee does not know if component is implemented.