

## Sample 2 - IEP Directions

1. Create the following lists of students who currently have IEPs.

- Elementary (including early childhood students age 3 through 5)
- Middle School
- High School

Do not include the following students:

- Transfer students whose IEPs have been adopted from their previous local educational agencies.
- Students attending under Full-time Open Enrollment unless the student's current IEP was developed by your agency.

Assign the first student on each list the number one. Number the remaining students on each list consecutively.

2. On the *IEP Recording Form*, enter the number of elementary, junior high/middle, and high school students, respectively, and enter a Grand Total.
3. Take the Grand Total and use the *Sample Table* to determine the number of students to include in Sample 2. Using the "Population" column on the table, find the range within which the Grand Total falls and the corresponding sample size. Record the sample size on the *IEP Recording Form*.
4. Include a proportionate number of students from each level in the sample. Enter the name of each student selected by level (elementary, middle, high school) on the *IEP Recording Form*. There is a separate page for each level. If your public agency is a K-8 school district, designate students in grades 5 to 8 in the middle school level. To calculate the quota of elementary students needed in the sample, take the total number of elementary students and divide by the Grand Total. Then multiply the resulting decimal by the total number of students needed for the sample. Do the same calculation for each of the other levels. See *Sample 1 – Evaluation* for an example.
5. Generate a separate randomized sequence of numbers for each level (elementary, middle school, high school) using the generator at Random.Org <http://www.random.org/sequences>. When using the generator, enter 1 for "smallest value" and the total number of students at the level for the "largest value." Click "get sequence" to produce a random sequence of numbers. Print the pages generated as they appear, including the URL and the date.
6. Start at the top of the list of randomized numbers for the elementary level. From the elementary student list, select the student assigned the number appearing at the top of the list of randomized numbers. Select the student assigned the next number appearing on the randomized number list. Continue until you have selected the required number of elementary students. Enter each student's name and level on the *IEP Recording Form* for that level.

7. Repeat step 7 for the middle school level and for the high school level using the separate randomized sequences.
8. Maintain the student lists, the *IEP Recording Form*, and sequences of randomized numbers.