

The Office for Student with Disabilities (OSD) is posting its Draft Procedural Manual for public comment. The public comment period will last 45 days and will close on June 20, 2025.

OSD is committed to providing our students with disabilities with the supports needed to help them achieve success in the classroom and in life. The IDEA Procedural Manual is a detailed resource providing district staff and stakeholders with guidance on how to support our students with disabilities. It was last published in August 2024. OSD appreciates the advocacy of our stakeholders and is grateful for feedback on this Draft Procedural Manual.

Guidance for public comment:

- All comments will be reviewed prior to being finalized and posted publicly on the CPS OSD website. Please allow three to five business days for submitted comments to be reviewed and posted.
- Do not include student personally identifiable information. If such student information is included in the comment, the comment will be reviewed and maintained but will not be posted for public viewing.
- Do not include any of your personally identifiable information in the text of your comment if you do not want it publicly available (e.g., name, address, and phone number).
- CPS reserves the right to review and redact comments it deems offensive or inappropriate. Comments will be redacted if they include defamatory statements; vulgar or threatening language; or confidential information about students, employees, or others.

Among other changes, the Draft IDEA Procedural Manual has been updated as indicated below:

Section to Reference	Addition/Change(s) Made
WHOLE DOCUMENT	Updated links, incorporated additional links/resources throughout
INTRODUCTION	
ROLES AND RESPONSIBILITIES	Updated language for "Local School District Representative (Case Manager)" Added footnote for "Parent/guardian" Added language regarding the Transfer of Rights and Delegation of Rights Added language regarding the Consent to invite an Outside Agency Added language regarding PUNS Added language regarding related service logs Added footnote regarding CPS employees & CPS Code of Ethics
ROLE OF MULTI-TIERED SYSTEMS of SUPPORTS	
CHILD FIND PROCESS	Updated language for "Referrals"
EVALUATIONS	Added NOTE and footnote under Deafness Added NOTE and footnote under Hearing Impairment
THE EVALUATION PROCESS	
ELIGIBILITY DETERMINATION	
Notifying Parents/Guardians of Eligibility Determination Decision	
THE INDIVIDUALIZED EDUCATION PROGRAM (IEP)	
GENERAL CONSIDERATIONS (IEP Section 7)	
TRANSITION SERVICES (IEP Section 8)	Added footnote including Consent to Invite Outside Agency From (English & Spanish) Added language for "Prioritization of Urgency of Need for Services (PUNS)"
AREAS OF NEED (IEP Section 9)	
ACCOMMODATIONS AND MODIFICATIONS (IEP Section 10)	Updated language for ATRC assessment
SPECIALIZED INSTRUCTION (IEP Section 11)	
CONSIDERING A RELATED SERVICE	
PLACEMENT IN THE LEAST	Updated footnote for "Home and Hospital Instruction Program"

RESTRICTIVE ENVIRONMENT (IEP Section 12)	(HHIP)" Added footnote for Low Incidence Intensive for "CPS Programs"
PARAPROFESSIONAL SUPPORT	
CURRICULUM, GRADES, PROMOTION AND GRADUATION (IEP Section 13)	
EXTENDED SCHOOL YEAR (ESY) (IEP Section 14)	
TRANSPORTATION (IEP Section 15)	Updated language for "Preschool Student Pick-Up/Drop-Off Location" Updated Transportation Accommodations table
MEETING NOTES, DISSENTING OPINION & IEP REVISIONS	
DISCIPLINE	Added footnote for "Short-Term Removal" Added footnote for "MDR Checklist"
PROCEDURAL SAFEGUARDS	Added language to NOTE in "NONI" Updated language for "Parent/Guardian Request for Independent Educational Evaluation (IEE)" Updated language for "Parentally-placed Private School Students with Disabilities" Added footnote for "State Complaint"
ADDITIONAL GUIDELINES	Added NOTE for "Observations by parents/Guardians, Independent Evaluators, or Other Qualified Professionals" Added "Medicaid Billing Consent" section Updated language for "Break in Service" Updated footnote for "Translation of Vital Documents" Added language for "Guidelines for Special Education Class Size"
APPENDIX A - Timelines Quick Reference	Updated Language for "referral decision"
APPENDIX B - Acronyms/abbreviations	
APPENDIX C - District, state & federal resources	Updated resources for "State" Added resource for "Federal"