



# Special Education Staffing Notes (Confidential)

Office of Special Education and Student Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

## PART I: IDENTIFYING INFORMATION

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_  
*Last First MI Date of Birth*  
Case Manager/Teacher \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

## PART II: REASON FOR DISCUSSION

(Attach MCPS Form 272-2a, 272-2a1, 272-2b, 272-2b1: *Teacher Referral/Report*, if appropriate.) Describe issues and attach work samples. Include information on consistent patterns of development; learning behaviors; what classroom adaptations have already been tried; etc., as appropriate.

## PART III: SUMMARY OF DISCUSSION (Use MCPS Form 336-01: *Addendum to MCPS Forms* to continue summary, if needed.)

(If discussion indicates a need for changes to the IEP, these must be made by an IEP Team and documented on MCPS Form 336-51.)

## PART IV: DECISION

A. What decisions were made and why?

B. Changes to current techniques or strategies:

Strategies To Implement	Person Responsible	Date/Reviewer

C. Next Discussion will be held on \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*

Parent Contact Assigned to \_\_\_\_\_  
\_\_\_\_\_  
*Signature, Team Coordinator*      \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Meeting Date*