

JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D. Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: January 4, 2022

TO: Principals
Assistant Principals
Special Educators

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education

SUBJECT: Manifestation Determination Procedures Reminders from Principal Meetings

Special education students and students referred for a special education evaluation are considered to be a protected class as outlined in the [Utah State Board of Education Special Education Rules](#) - V. DISCIPLINE PROCEDURES (34 CFR § 300.530), pages 101-107. Students who reach the 10-day suspension threshold and/or are referred for a district level hearing, must have a Manifestation Determination meeting.

Administrators should notify a student's special education case manager of any disciplinary actions the student is involved in as soon as possible to determine whether or not a Manifestation Determination meeting is needed and/or to consider if behavior needs to be addressed in the student's IEP. If it is determined that a Manifestation Meeting needs to be held, the case manager should complete a formal Notice of Meeting inviting the required IEP team members. If a Manifestation Determination meeting is not required, the IEP team should determine if an IEP meeting needs to be held to address behavior concerns.

Please see the [Jordan School District Special Education Procedures and Policies Manual](#) for information on members of the Manifestation Meeting and when one should be conducted. You can also contact your teacher specialist for additional information.

If you have questions about a specific student or situation, please contact a Special Education Administrator or your Special Education Teacher Specialist.