**Introduction**

The purpose of this guide is to provide an overview of the updates made to Oregon’s sample eligibility forms for special education services due to [SB 13 (2019)](https://olis.oregonlegislature.gov/liz/2019R1/Downloads/MeasureDocument/SB13/Enrolled) and [SB 16 (2019)](https://olis.oregonlegislature.gov/liz/2019R1/Downloads/MeasureDocument/SB16/Enrolled). These forms are **optional** for use by districts. However, they are designed to ensure that districts’ special education evaluation and eligibility procedures are in alignment with ODE’s requirements. Other than formatting updates, the changes to the forms are based on the revisions to the Oregon Administrative Rules (OARs), which can be found [here](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=2556).

**Sample Forms Overview**

Each statement of eligibility form will follow a similar format to the approved OAR. This will include, at a minimum:

* The requirement to complete a comprehensive evaluation for special education services;
* The eligibility criteria that must be met in order to qualify as a child with each specific disability; as well as,
* A standardized eligibility determination.

Each sample form has been updated to meet Section 508 accessibility guidelines. This includes:

* Changing the font to Calibri and the text size to 12.
* The previous formatting was designed to be printed and filled out. This form has been designed to be filled out electronically.
* All of the items which require a response now provide a fillable table to complete with the information required.
* The forms now consistently use the term “student” instead of “child” to better describe the full experience age 3 to 21. Districts are not required to utilize one term or the other.
* The forms have also been streamlined to include the same student demographic information at the top of each form. Districts are reminded that the form is optional, and they can report demographic information on eligibility forms at district discretion.

The forms are aligned to SB 13 (2019) and SB 16 (2019) requirements:

* Eligibility category names have been updated to align with SB 13 (2019).
* The updated forms reflect the new requirements for documentation of medical examinations, which allow for the expanded list of eligible medical providers to use any form or documentation.
* The requirement for a medical examination has been removed from intellectual disability and emotional behavior disability in alignment with the OAR updates.

*\*\*The department noted that there are discrepancies between the requirements for specific learning disability documentation and the current sample forms. ODE will conduct an updated engagement process on the SLD forms in the upcoming year to revise.*