Step # 1 – Go into IEPwriter and complete a NOREP/PWN using the wording in the *NOREP-PWN wording for FBA Permission of a student with an IEP.*

Step # 2 – Give the parent the parent survey to take home and complete when you get the NOREP/PWN signed

Step #3 - Hand out the *Teacher Interview* to all teachers who work with the student.

Step #4 – Either interview the student, or have them complete the student questionnaire themselves depending on the level of the student.

Step #5 – Have the teachers collect data on a form that you already use, or on one of the 4 attached *Behavior tracking chart samples*.

Step #6 – Sit down with the collected surveys, teacher interviews, and behavior tracking charts and complete the FBA Summary form.

Notes:

* track no more than 3 behaviors.

Once you complete the FBA, if it is determined the student’s behavior impede’s their learning, then parts of the IEP need to be revised and a PBSP (as a separate document from the IEP) needs to be completed.