

## IEP Development Process

### **Development of an IEP**

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1. *(Initial IEP Meeting)* After the student is identified as eligible for Special Education Services through the MDE process the principal will identify the Special Education Teacher (Case Manager) and notify the Secretary to the Psychologists.
2. *(Annual IEP Meeting)* The Case Manager will contact the parent and schedule the IEP Meeting which will include the principal, regular education teacher, related service providers, evaluating psychologist, guidance counselors and other appropriate service providers who know the child well. **This meeting will occur within 30 days of the date the MDE was completed or less than one year after the previous IEP.**
3. **A minimum of two weeks before the IEP Meeting Date the Case Manager will develop and mail the IEP Meeting Invitation and a copy of the Procedural Safeguards Notice to the parent.**

### **IEP Meeting Roles and Responsibilities**

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4. The Psychologist will review the data and recommendations from the MDE and answer any questions from the team members
5. The Case Manager and Related Service Providers will review the IEP and note any changes to the document during the meeting.
6. The Case Manager will issue the Parental Consent Form for ACCESS Billing. The parent should sign this document agreeing or disagreeing with billing at the meeting. They should not take the original document out of the room.
7. The Principal, Vice or Assistant Principal will run the meeting and issue the Notice of Recommended Educational Placement at the conclusion of the meeting.

### **Post IEP Meeting Tasks**

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8. At the conclusion of the IEP Meeting the Case Manager will gather all of the original paperwork for the student's permanent file and send copies of the documents to the Pupil Services Department.
9. In the event that a parent does not attend the meeting, the Case Manager will mail the documents home for signatures with the provided cover letter signed by the administrator who facilitated the meeting.
10. When the signed documents are returned to the Case Manager, they will gather all of the original paperwork for the student's permanent file and send copies of the documents to the Pupil Services Department.
11. **If the signed documents are not returned to the Case Manager within 5 days of the meeting date, the Case Manager will call the parent to inquire why the documents have not been returned.**
12. If the signed documents are not returned to the Case Manager within 10 days of the IEP Meeting the Case Manager will inform the building principal.
13. The IEP must be implemented as soon as possible but no more than 10 days of the NOREP being signed and agreed to by the parent.