



EL DORADO COUNTY CHARTER SPECIAL EDUCATION LOCAL PLAN AREA

DAVID M. TOSTON, Executive Director

Initial/Triennial IEP Planning

Please upload all pertinent documents to SEIS such as signed AP, Psych Evaluation etc.

Student Name _____ IEP Meeting Date _____

To be sent to parent(s): *These documents can be sent to the parents together

_____ Assessment Plan***Date signed AP is returned to school _____

_____ Prior Written Notice

_____ Health Questionnaire

_____ Procedural Safeguards

Give copies of signed assessment plan to:

_____ Psychologist

_____ Speech

_____ Occupational Therapist

_____ Nurse

_____ Others (physical therapist, behaviorist, etc.)

Schedule IEP meeting date and time:

- 1) Send three possible IEP meeting dates/times to school IEP team members/attendees
- 2) Once a meeting time is agreed upon, complete a Notice of Meeting (found in SEIS)
- 3) Send a hard copy of the Notice of Meeting to parent(s) for signature
- 4) Send a digital copy of Notice of Meeting via email to team to confirm
- 5) Send reminders as needed to parent requesting signed notice, if needed offer alternative options of attending the IEP; teleconference, Skype, Face time, different location...

- 6) Put original copy of notice in student's special education file
- 7) Follow up with attendees prior to IEP as a reminder of the upcoming IEP and document

Initial/Triennial IEP Planning Continued

Send Pupil information Request (PIR) to:

_____ Parents (parent PIR may be included with other documents that go to the parent pg.1)

_____ General Education teacher(s) (consider doing this via email include a return by date)

Prepare for the IEP

Acquire all assessment reports from team members

Make copies for parent(s) and ALL IEP team members of all DRAFT IEP paperwork:

_____ Academic PIR copied

_____ Health Report copied

_____ Special Education Report copied

_____ Other Reports copies (OT, APE, Speech)

_____ Agenda copied

Prepare Parent Resource Folder For IEP Meeting:

_____ Agenda for the IEP meeting

_____ Procedural Safeguards

_____ Blank Page for Meeting Notes

_____ Reports (Include copies of all reports being discussed during the IEP)

Other To Dos Prior to the IEP:

_____ Print out signature page before the IEP

Fill out all possible pages and prepare note page for meeting (outline notes page according to the agenda)

Confirm that attendees are coming (email, phone call, notes, face to face, document) If an excusal form needs to be used have it printed in advance and let parents know who won't be in attendance as soon as possible. Parent(s) have the right to cancel the meeting if not all participants are at the IEP meeting.

Initial/Triennial IEP Planning Continued

Following the IEP Meeting:

Affirm and attest IEP immediately after meeting (even if there is NOT a parent signature)

Scan and attach all that apply into SEIS: Assessment Plan, SIGNED meeting notice, Assessment Reports, Signature Page, PWN(s), Excusal Form

Copy updated goals for working file(s)

Agree on service time(s) with general education teacher

Create a new student IEP file or update current IEP file

Send a Prior Written Notice (found in SEIS) and document the date sent

Copy the goals for general education teacher, copy any accommodations/modifications that general education teacher(s) needs and go over them with the teachers so they understand the needs of the student (IEP at a glance, ~~SEIS~~ in **COMMENTS/NOTES:**
