

Preparing for an IEP: Required Procedures

ALL Providers:

A. District Representative or staff responsible for implementation of IEP (aka, Case Manager):

1. Notify all staff who will or may be providing direct or supplementary services of pending IEP at least two weeks prior to the scheduled IEP via phone or email.
2. Open “new” IEP via eIEP and notify all “developers” when it is ready for their input (Don’t forget to save it in “Draft” stage!)
3. Send notices to parents and all providers of scheduled IEP
4. Collect reports and/or assessments from all providers.

B. Program and Service Providers (aka, “Developers”):

1. Upon notification of IEP, complete all necessary assessments, data collection activities, and written reports (if needed).
2. Complete the following sections within the *eIEP*:
 - a. Present Level of Academic Achievement and Functional Performance
 - b. Programs/Services recommendations
 - c. Annual Goal/Short-Term Objectives recommendations (**required**)
3. Notify Case Manager of your plans to attend the meeting.

Supplementary Service Providers:

- A. Upon notification of IEP, complete the following sections within the *eIEP*:
 1. Present Level of Academic Achievement and Functional Performance
 2. Provide written documentation stating the amount of time spent in consultation as well as to what service was provided
 - a. Example: “Met with teacher three times to discuss some range of motion exercises *student* could do independently.”
 - b. A statement is needed if discontinuation of service is being recommended.
 3. Programs/Services recommendations
 4. Annual Goal/Short-Term Objectives recommendations (required **only** if direct service is proposed)
- B. Notify Case Manager of your plans to attend the meeting.