



Northern Lights Special Education Cooperative

www.nlsec.org

16 East Hwy 61; PO Box 40 ~ Esko, MN 55733
Phone (218) 655-5018 ~ Fax (218) 451-4511

Individualized Education Plan Due Process Guidelines

Scheduling Annual IEP Meetings

The annual IEP meeting must be held on or before the previous IEP meeting date. The dates will likely be different from year to year, meaning that the annual review should really be considered an 11 month review to allow enough time to develop the new IEP and obtain parental signature.

(For example, if you had John Doe's IEP meeting last year on Oct. 31, 2013, you would need to have his new annual IEP meeting on or before this date. If you schedule his new annual meeting for Oct. 16, 2014, you would be in compliance. If you schedule it for Nov. 1, 2014, it is out of compliance. **The IEP meeting must be held by the previous year's IEP meeting date in order to be in compliance**).

☐ Step 1: Start setting up the student's annual IEP meeting 4-6 weeks prior to the previous IEP meeting date. Make sure to document parent contact, whether it be through email, phone, or mail, in the parental Due Process Contact Log. You must make at least 2 attempts to set up a meeting.

☐ Step 2: Create a meeting notice to send out to the parents and the rest of the team. Print an extra meeting notice for the file.

☐ Part A: If a core team member can't be present at the IEP meeting, a team member excusal form must be created. The parents should be informed of the need to excuse a team member. If the parents agree to the excusal, the excusal form should be filled out in Sped Forms and signed by them prior to the start of the meeting. If they do not agree with the excusal, the team meeting should be rescheduled. Written input needs to be provided by the excused party (can just be a short paragraph). The input and excusal needs to be put in the file.

☐ Step 3: Create a team sign-in sheet along with an agenda of items you would like to discuss at the meeting. Make sure that all important pieces of the IEP are addressed (see meeting agenda samples on the NLSEC website). Print off copies of the agenda for everyone involved in the team meeting.

☐ Step 4: On the day of the meeting, bring the notice of team meeting, team sign-in sheet, agenda, and any other pertinent information that will be discussed. Make sure everyone on the team signs in.

☐ Step 5: At the meeting, the Notice of Procedural Safeguards should be given to the parent. The parent should initial on the team meeting notice that they received this document. This notice makes them aware of their rights as a parent of a student on an IEP.

☐ Step 6: Hold meeting. After meeting is complete, set a timeline with the team of when the draft of the IEP will be completed and sent home to the parent (best practice is 10 school days).

☐ Step 7: When IEP draft is complete, in the service grid of the IEP, project out the start date 14 days from the date you are sending out the IEP.

☐ Step 8: Next, go into Sped Forms and create a prior written notice and parent consent form that will accompany the IEP draft. These should be dated with the date you are sending everything home as well.

☐ Step 9: If the parent agrees with the IEP and signs the parental consent, start implementing the IEP. You do not have to wait until the 14 days is up to start services. Make sure that you do not change the anticipated start date in the IEP, even if you receive signature early and start services.. You only need signature for the initial IEP, however, best practice would be to obtain signature on all IEP's (but it is not required). If signature is not received within 14 days of sending the annual IEP draft, you can begin implementing the new IEP.

☐ Step 10: If the parent disagrees with the IEP, see if you can discuss concerns/questions with them. If they are unwilling to work with you contact your Coordinator for assistance or Special Education Director if it becomes a possible legal issue.

☐ Step 11: Once everything is complete, file the paperwork. This should include the meeting notice, sign-in sheet, any excusal forms and written input, the IEP, prior written notice, and parental consent form.

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