



Northern Lights Special Education Cooperative

www.nlsec.org

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Individualized Education Plan Due Process Guidelines

Scheduling Initial IEP Meetings

The IEP may be scheduled in conjunction with the initial evaluation meeting or set up shortly after evaluation meeting. The IEP should be in place 30 days after the evaluation is completed.

- ☐ Step 1: Contact parents to set up meeting. Make sure to document parent contact, whether it be through email, phone, or mail, in the parental Due Process Contact Log.
- ☐ 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 be a simple paragraph). The signed excusal notice and written input needs to go into the student's 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 the IEP home for signature.
- ☐ Step 9: If the parent agrees with the IEP and signs the parental consent, start implementing the IEP. Remember: You must obtain parental permission on an initial IEP before services can begin.

☐ 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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