

# 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	
<u>Give copies of signed assessment plan to:</u> Psychologist Speech Occupational Therapist Nurse Others (physical therapist, behaviorist, etc.)	

### Schedule IEP meeting date and time:

- Step 1. Send three possible IEP meeting dates/times to school IEP team members/attendees
- Step 2. Once a meeting time is agreed upon, complete a Notice of Meeting (found in SEIS)
- Step 3. Send a hard copy of the Notice of Meeting to parent(s) for signature
- Step 4. Send a digital copy of Notice of Meeting via email to team to confirm
- Step 5. Send reminders as needed to parent requesting signed notice, if needed offer alternativeoptions of attending the IEP; teleconference, Skype, Facetime, different location...
- Step 6. Put original copy of notice in student's special education file
- Step 7. Follow up with attendees prior to IEP as a reminder of the upcoming IEP and document

### Send Pupil Information Request (PIR) to:

\_ Parents (parent PIR may be included with other documents that go to the parent) General Education teacher(s) (consider doing this via email; include a return by date)

Prepare for the IEP

<u>Acquire all assessment reports from team members</u>

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.

Following the IEP Meeting:

- Affirm and attest the IEP the same day of the meeting, regardless of completion of IEP meeting. Affirm in SEIS even if parent has not agreed to IEP; affirm WITHOUT parent consent.
- \_\_\_\_\_ 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, found in SEIS)

### COMMENTS/NOTES:

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