Individual Education Program - IEP

Process Guidelines
Phase 1: Child Find

District-wide screening process

- Usually done by RPE or classroom teachers.
- Can occur anytime
- Often informal - observation and/or conference with parent
- Parent can initiate
Phase 2: Initial Data Collection and Pre-IEP Meeting

Referral for further testing

- Determine pupil’s eligibility
- Parents contacted
- Data collection - RPE instructor
- Pre-IEP meeting

озв Written report of findings.
Phase 3: Formal Admission to Special Ed, Including APE

Comprehensive Individual Assessment

- Initiated by written report
- Special Ed director assigns assessment personnel
- Notification of rights to parents
- Parent consent obtained
- Comprehensive individual assessment with psychomotor portion done by APE specialist
Multidisciplinary Team

Mandatory Members:
- Parents/Guardians
- Student – where appropriate
- District Representative
- School Psychologist
- Special Education Teacher
Multidisciplinary Team

Recommended Members:

- APE Specialist
- RPE Specialist
- General Education Teacher
- Paraprofessionals
- Therapists – PT, OT, S/LT
- Medical Personnel – Nurse, Audiologist, Vision Specialist, O&M Specialist
Phase 3: Formal Admission to Special Ed, Including APE

IEP Meeting

- Procedural due process
- Presentation and analysis of assessment
- Agreement on present level of functioning
- Decision making concerning:
  1. Goals and objectives
  2. Services
  3. Dates/timeline
  4. Evaluation plan
- Write IEP (IFSP or ITP)
- Sign IEP
Phase 4: Implementation with Annual Review

- Evaluates the effectiveness of the learning activities in achieving goals and objectives.
- Individual Transition Plan developed no later than age 16.
Phase 5: Special Education Into Full-time Regular Education

- Demonstrates IDEA philosophy that students should, if possible, be fully integrated.
Due Process

- Ensures that parents and students are informed of their rights
- Provides parents an opportunity to challenge educational decisions they feel are unfair or incorrect
Due Process Guidelines

- Written Permission
- Assessment Interpretation
- External Evaluation
- Negotiation and Hearings
- Confidentiality