

# IEP PAPERWORK GUIDE (10/20/09 Version)



## Evaluated But Not Eligible

- Disability Suspected Form
- Consent for Full and Individual Initial Evaluation
- Meeting Notice with Procedural Safeguards Manual for Parents
- Educational Evaluation Report (Documentation of Non-eligibility for Special Education)
- Prior Written Notice
- Send copies to IMS staff

## Initial IEP: (Must be completed within the 60 day timeline)

- Disability Suspected Form
- Consent for Full and Individual Initial Evaluation
- Meeting Notice with Procedural Safeguards Manual for Parents
- IEP Pages A, B, F, G and Goals.
- Use the Weighted Enrollment Assigning Level of Service Matrix.
- Educational Evaluation Report
- Prior Written Notice
- Parent Information Packet
- Send copy with IMS Summary Sheet to IMS staff.

## Annual Review

- Meeting Notice with Procedural Safeguards Manual for Parents
- IEP Pages A, B, F, G and Goals
- Use the Weighted Enrollment Assigning Level of Service Matrix
- Prior Written Notice (May implement with verbal parent agreement, otherwise wait 10 days.)
- Send copy with IMS Summary Sheet to IMS staff

## 3-Year Reevaluation

- Consent for/Notice of Reevaluation
- Meeting Notice with Procedural Safeguards Manual for Parents
- IEP Pages A, B, F, G, R and goals
- Use the Weighted Enrollment Assigning Level of Service Matrix
- Prior Written Notice (May implement with verbal parent agreement, otherwise wait 10 days.)
- Send copy with IMS Summary Sheet to IMS staff

## Amendment

- Check Amendment at the top of page A
- Date the Amendment
- Meeting Notice: if no meeting complete notification information on
- Update page A, if needed, to reflect current grade, service provider, roster change information, etc.
- Revise necessary pages of IEP
- Prior Written Notice (May implement with verbal parent agreement, otherwise wait 10 days.)
- Send copy with IMS Summary Sheet to IMS staff

## Interim IEP

- **Consult first with Sector Coordinator and District Administrator**
- Meeting Notice with Procedural Safeguards Manual for Parents
- IEP Pages A, B, F, G and Goals
- Prior Written Notice (May implement with verbal parent agreement, otherwise wait 10 days.)
- Send copy with IMS Summary Sheet to IMS staff

## 45 Day Trial Out of All Special Education Services

- Consent for/Notice of Reevaluation
- Amend IEP to reflect what will be provided during the 45 days
- Prior Written Notice
- Complete Reevaluation IEP near end of 45 days
- (Complete Exit All Services Directions, if needed)
- Send copy with IMS Summary Sheet to IMS staff

## Dropping Service for a Met Goal, But Staying on IEP

- Follow directions for Amendment of IEP, Annual Review, or 3-Year Reevaluation
- Page A including Roster change MGS (Met Goal, Still Served in Special Education)
- Send copy with IMS Summary Sheet to IMS staff

## Exit All Services-Team Recommendation

- **These steps must be done in sequence.**
- Update Comments Section on Goals
- Choose New IEP and Complete Reevaluation
- Meeting Notice with Procedural Safeguards Manual for Parents
- Prior Written Notice
- Page A including Exit Code RRC (Returned to Regular Education – Completed IEP)
- Final Exit form and Post Secondary/ECOs
- Send copy with IMS Summary Sheet to IMS staff

## Graduating Seniors

- **These steps must be done in sequence.**
- Update Comments Section on Goals.
- Choose New IEP within the last couple of weeks of graduation.
- Meeting Notice with Procedural Safeguards Manual for Parents
- Prior Written Notice
- Page A including Exit Code GRD (Graduated – Regular Diploma) or GCP (Graduated – Completed IEP used for only students age 21)
- Final Exit form
- Summary for Post-Secondary Living, Learning, and Working
- Send copy with IMS Summary Sheet to IMS staff

## Students Who Drop (16 or older)

- **These steps must be done in sequence.**
- Update Comments Section on Goals
- Choose New IEP , check Review
- Prior Written Notice
- Page A with Final Exit Code-DRO (Dropped Out)
- Final Exit form
- Summary for Post-Secondary Living, Learning, and Working
- Send copy with IMS Summary Sheet to IMS staff

## Accepting Electronic IEP from Another Iowa District

- Meeting Notice with Procedural Safeguards Manual for Parents
- Review IEP, make any necessary changes to IEP pages, follow Amendment Procedures
- **OR** if no change to the content of the IEP is necessary, update the demographic and service location on Page A using the amendment process in the Web IEP program.
- Prior Written Notice (May implement with verbal parent agreement, otherwise wait 10 days.)
- Send a copy and IMS Summary Sheet to IMS staff

## Accepting an Out of State IEP

- Add student using placement code MI for out-of-state in Web IEP program
- If a child with an IEP transfers to Iowa from another state in the same school year, the new district, in consultation with the parent, must provide FAPE to the child including services comparable to those described in the child's IEP from the previous school. This must be done until the new school reviews available information.
- **In order to assure correct roster details, weighting information, and accurate progress monitoring of goals, an Iowa IEP must be developed for transfer students from other states. (p.158 Procedures Manual) *This is a change from past procedures.***
- Follow Annual Review IEP procedures, or
- Follow Reevaluation procedures if the available data for a transfer student from out-of-state is insufficient to establish eligibility for special education in Iowa or to develop an appropriate IEP.
- Send copy and IMS Summary Sheet to IMS staff

## Students Who Move In with an Expired IEP and/or Expired Reevaluation

- Add student to your roster using appropriate placement codes
- Provide services based on what is known about the student's previous program.
- If available information is insufficient to determine if the child continues to be an eligible individual under Iowa guidelines, or the information is insufficient to appropriately develop a new IEP, the reevaluation process must be initiated. The reevaluation process must also be initiated if the student is due or past due for a reevaluation.
- Send copy and IMS Summary Sheet to IMS staff

## Students Leaving the District to Attend Another District Within AEA 9

- Amend the IEP
- Prior Written Notice (include the name of the new district)
- Update Comments Section on Goals
- Page A including Roster Code CRD (Change in Resident District)
- Send a copy with IMS Summary Sheet to IMS staff.

### **Students Leaving the District to Attend a District Within Another AEA**

- Amend the IEP including Prior Written Notice (include the name of the new district)
- Update Comments Section on Goals
- Page A including Roster Code MAK (Moved Residence to another AEA – Known to be Continuing)
- Send a copy with IMS Summary Sheet to IMS staff

### **Student Leaving the District to Attend a District Out-Of-State**

- **These steps must be done in sequence.**
- Update Comments Section on Goals
- Choose New IEP
- Prior Written Notice (include name of new district)
- Page A including Final Exit Code MSK (Moved Residence, Another State – Known to be Continuing)
- Final Exit form
- Post Secondary form, if needed
- Send a copy with IMS Summary Sheet to IMS staff.

### **Students Leaving the District for Home Schooling**

- Update Comments Section on Goals
- If student will remain on an IEP amend the IEP
- Page A including Roster Code CPI (Competent Private Instruction with IEP, if dual enrolled with special education services)
- **OR** if student will no longer be on an IEP:
  - **These steps must be done in sequence.**
  - Choose New IEP
  - Prior Written Notice
  - Page A including Final Exit Code CPN (Competent Private Instruction – No IEP).
- Send a copy with IMS Summary Sheet to IMS staff.

### **Student Leaving the District Whereabouts are Unknown Under Age 16** (Over age 16 at start of school year use “Students Who Drop”)

- Be sure to check to see whether records have been requested from another school where the student may currently be attending. Only list a student as Unknown as a last resort.
- **These steps must be done in sequence.**
- Update Comments Section on Goals
- Choose New IEP
- Prior Written Notice
- Page A including Final Exit Code UNK (Unknown)
- Final Exit form
- Send a copy with IMS Summary Sheet to IMS staff

**\*Note: A copy of the *Procedural Safeguards Manual* must be given to the parents only one time a year, except that a copy must also be given to the parents: 1) upon initial referral, upon reevaluation or parent request for an evaluation; 2) upon receipt of the first state complaint or due process complaint; 3) upon parent request**