



## ***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

Give copies of signed assessment plan to:

\_\_\_\_\_ 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 alternative options 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

Acquire all assessment reports from team members

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

