



EVALUATION IEP DEVELOPMENT TIMELINE

Student _____ IEP Due Date _____ Meeting Date _____

Initial Evaluations are due within 30 Schools Days of receipt of parent consent unless there is a mutually agreed upon extension. Reevaluations are due within 30 school days of district receipt of parent consent OR by the reevaluation due date, whichever comes first. These requirements may change the timelines outlined below.

6-8 weeks before the meeting:

- Case manager schedules Reevaluation IEP meeting with parent 2 weeks before the IEP and/or REED is due OR schedules Initial IEP meeting within 30 school days of receipt of parent consent to evaluate.
- MET reviews existing education data and completes REED. MET determines any additional data needed.
- Get parent, student, and teacher input either at REED meeting or via MET contacts
- Give parent REED, Notice, and Request for Consent either at meeting or via MET contacts
- Begin informal IEP preparation activities
- Review goals & progress monitoring data
- Begin collecting work samples

5 weeks before the IEP meeting: _____

- Follow up on Consent if not received. Continue documenting parent contacts.
- Do NOT begin testing until consent is received (Initial) or appropriate contacts are documented (Reevaluation)

3 weeks before the IEP meeting: _____

- Send written IEP invitations to parent, staff, & student, if appropriate
- MET & IEP team coordinates to get information in reports & IEP draft (planning is ok; predetermination is not)

2 weeks before the meeting:

- Complete Reports, IEP draft, & notify team members the draft is complete
- MET collaborates on Eligibility recommendation, if applicable
- Review the PDF/printed version of the IEP for clarity
- Send a copy of reports and IEP draft to parents & ask them to review
- Make a positive parent contact before the meeting

Day of the meeting:

- Use a computer/projector or make copies for everyone
- Make sure everyone knows where & when
- Consider seating arrangements
- Arrive prepared

After the meeting:

- Double-check compliance "Hot Spots"
- Finalize the IEP & make a formal, specific, written offer of FAPE
- Publish the IEP if possible
- Give parents a copy to take home
- Give other IEP team members a copy & notify appropriate staff of changes/updates