THE INDIVIDUALIZED EDUCATIONAL PLANNING TEAM PROCESS

REFERRAL

When a student is suspected of having a disability, a written or verbal referral is submitted to the school district.

PARENT NOTIFICATION

Within 10 calendar days of receiving the referral, the district shall notify the parent and shall request written consent to evaluate (Schedule an ERM).

EVALUATION REVIEW MEETING (ERM)

Representatives of the evaluation team meet with parents to review the evaluation process and obtain written parent consent to evaluate.

MULTIDISCIPLINARY EVALUATION TEAM (MET)

The Multidisciplinary Evaluation Team (MET) completes a comprehensive evaluation. The team members develop written reports, which include a recommendation of eligibility. A member of the team will share its findings at the IEPT.

INDIVIDUALIZED EDUCATIONAL PLANNING TEAM MEETING (IEPT)

The IEPT is convened within 30 school days after parent signs consent to evaluate. This meeting is scheduled at a time mutually agreed upon by the parents and school team. Eligibility is determined at this meeting. If the student is eligible for services, an Individualized Education Plan (IEP) is developed.

PARENT NOTIFICATION

Written notice of intent to implement the IEP must be provided to the parent within **7 calendar days** of the IEP.

IEPT IMPLEMENTED

The initial IEP is implemented (with written parental consent) within 15 school days of the written parent consent.

ANNUAL REVIEW

The IEPT meeting is convened at least every 12 months to review and update the IEP. A parent or school team member may request an IEPT prior to the annual 12 month meeting if the need arises.

THREE YEAR RE-EVALUATION

At least every three years the parents and school team will conduct an Evaluation Review Meeting (ERM) to determine what, if any, further evaluation data is needed prior to the next IEPT. Identified evaluations are completed.