THE INDIVIDUALIZED EDUCATIONAL PLANNING TEAM PROCESS

REFERRAL
When a student is suspected of having a disability, a written 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 a REED).

REVIEW OF EXISTING EVALUATION DATA (REED)
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 IEP.

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 Educational 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 a REED meeting to determine what, if any, further evaluation data is needed prior to the next IEPT. Identified evaluations are completed.