## 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.