

- ___ 1. Calendar your IEP dates one month before due date to start the process!
- ___ 2. Review the student's IEP coversheet to make sure all service providers are invited and if there is a three-year re-evaluation eligibility due or not (if so make sure there is a school psychologist invited).
- ___ 3. If you are not sure yet who serves your classroom, for instance Physical Therapy or Vision consulting, use the **IEP Coversheet Instruction sheet*** to contact the people in charge of that area to find out who the service provider is for your classroom.
- ___ 4. Contact the parents and district rep with three dates that you can meet (if a three-year re-eval is due, make sure the Autism rep can attend if the disability is 82, etc.; if it's 10, make sure a school psychologist, not just a case manager, is in attendance as well).
- ___ 5. If the student will/may attend general ed classes, make sure a general education teacher will be in attendance. Please note, if student is a resident of Springfield or Bethel school districts, a general ed teacher must be in attendance -- whether or not the student attends classes in general ed.
- ___ 6. Please schedule IEP times after school hours if possible so the specialists can attend. The parents must sign an agreement excusing related services people if they cannot attend (the district rep takes care of this paperwork).
- ___ 7. Use the IEP Meeting Notice form on the district's electronic records system (e.g., Synergy, TieNet) or the form on our teacher forms web page.

8. At the IEP, the Lane County Sped Directors have asked that we do the following to meet required timelines (by IDEA):

- * Prepare a draft of all proposed goals and objectives prior to the IEP meeting using eSIS/TieNet or the electronic IEP state form: <http://www.ode.state.or.us/pubs/forms/iep/>
- * Review the draft of proposed goals at the IEP meeting. If the team recommends changes to the goals, please make the revisions and submit goals electronically to the district case manager/district rep **within 7 calendar days**.
- * District case managers/district rep should complete additional IEP forms **within 10 calendar days** and send one complete IEP copy to the 1) district, 2) the parent, 3) put on in teacher file. **If you are not in 4J, Bethel, or Creswell, I will need a copy of the IEP also – courier address: Norma Allensworth, LESD – SPED Records.**

*** Please notify your Program Supervisor if there is any delay in getting the IEP completed and routed to the required parties within 10 calendar days.**

* **Prior Notice of Special Education Action for Change of Services:** The districts would like the specialists to submit a report for the IEP Meeting (if the IEP time is being recommended as added, dropped or changed within 15 minutes on either side). ODE is tagging these IEP's and asking why if anything is different. This is how to document it: The report would be presented at the meeting, and once the IEP Team decides the course of action, the parents would be presented with a **Prior Notice of Special Education Action Form****, as the change in service would begin the next day. Also, Remember to fill out a **Prior Notice of Special Education Action for every Annual IEP**. Please have on hand extra blank copies of the **Prior Notice of Special Education form**** at the meeting

* **Specialists Unable to Attend:** The parent must be informed ahead of time that the specialist is unable to attend (teacher can telephone or send note home). If the parent wishes, the meeting must be rescheduled to be able to have the specialist present. If OK to have the meeting, the specialist will submit a report to be presented to the parent, and a **Written Agreement between the Parent and the District**** must be signed before the meeting starts.

* These forms are located on our SPED website: <http://www.lesd.k12.or.us/se/forms/index.html>

** These two forms can be found on ODE's website: <http://www.ode.state.or.us/search/page/?=817>, <http://www.ode.state.or.us/search/results/?id=261> (Parental rights procedural safeguards booklet)

Disability Codes:

10 – Intellectual Disability
20 - Hearing Impairment/Deaf
40 - Visual Impairment
43 - Deaf/Blindness
50 - Communication Disorder
60 - Emotional Disturbance
70 - Orthopedically Impaired
74 - Traumatic Brain Injury
80 - Other Health Impaired

82 - Autism Spectrum Disorder
90 - Specific Learning Disability