

IEP Process

- 1. IEP draft completed 5 days prior to meeting date.**
- 2. Upon completion of the IEP meeting a copy of the draft IEP is given to parents. (Must include PWN - decisions made during the meeting)**
- 3. IEP finalized and Reviewer notified (iepreviewer@upboces.org) by email within 10 school days.**
- 4. IEP “Rejection” notice emailed to staff within 5 days.**
- 5. IEP corrections due back to Reviewer within 5 days. Must notify by email.**
- 6. Repeat until “Approved.” (Within 30 days)**
- 7. District Secretary Notified of Approval. (Reviewer)**
- 8. District secretary checks for final state reported data, files original, sends finalized copy to parent.**

Expectations

- 1. Student Snapshot printed from Enrich on each student and given to general education staff who “need to know” by end of the first week.**
- 2. Initials of each student’s general education teachers obtained each semester. Teachers are signing that they “understand and agree to implement the listed accommodations.” (if teacher has concerns or does not agree, call IEP amendment meeting with that teacher present.)**
- 3. Monitor the progress of each student’s goals weekly and record in Enrich at least monthly. Report this progress to parents in writing at least quarterly.**
- 4. Update caseloads, Manage Team, and Assign Providers for every student on your caseload (from the Programs Tab in Enrich).**
- 5. All IEP’s finalized, approved, and ready to file within 30 days of IEP and before checking out for the summer.**