

## Before Your Annual

### 1. **4-6 weeks before your IEP meeting:**

- a. Email the team and parents and ask for dates that work for everyone at least 2 weeks before the due date so if the meeting has to be rescheduled there is still time to make it up
- b. **Once you have a date determined make a notice of meeting**
  - i. Open the student in Enrich
  - ii. Click the PROGRAMS tab
  - iii. Click ADD A MEETING on the far right side
  - iv. Choose the date and time
  - v. Make sure all the team members are invited
    1. **Mandatory participants:** Parents, Gen ed teacher, special ed teacher, director designee
    2. **Include ALL team members for the student, even if only consult-they can fill out an excusal if they can't make it**
  - vi. Choose the type of meeting you are having
  - vii. Put the date and type of contact you made with family to set up meeting
  - viii. Save and print off the notice of meeting. Send it home to the family via email, mail, or with the student
- c. **Send a google invite to all the team members**
  - i. Open google calendar
  - ii. Click on the day of the meeting
  - iii. Click EDIT EVENT
  - iv. Put in the day and time of the meeting
  - v. Click INVITE GUESTS and fill in the email address for each person on the team
- d. Check with your campus secretary about room availability for your meeting and reserve your room

### 2. **2 weeks before your IEP meeting:**

- a. Create a new IEP (for annuals and reevaluations only. NOT INITIALS)
  - i. Open the student in Enrich
  - ii. Click the PROGRAMS tab
  - iii. Click ADD AN IEP on the far right side
  - iv. In the pop-up box select IEP REVIEW
  - v. I recommend transferring all information forward but you don't have to
- b. Complete the IEP (there is a separate flow chart for that!)
- c. If other service providers haven't entered information, email and gently remind them to do so
- d. Email [iepreviewer@upboces.org](mailto:iepreviewer@upboces.org) and let her know that your iep is ready to be PREVIEWED before your meeting (you can do this before service providers have entered information)

### 3. 1 week before your IEP meeting:

- a. Send a copy of present levels and draft goals home to the family. Do not send LRE information. That will be determined at the meeting
- b. Verify that you will have a director designee present.
  - i. If you have been teaching in your district 3 years or more AND are approved to designee your own IEP meetings then you can be designee and special education teacher. You will be listed under meeting participants twice.
  - ii. You may not designee your own three year re-evaluation/eligibility meetings

### 4. Day before meeting:

- a. Check to make sure service provider info is in: if service provider will not be present at the meeting they must fill out an excusal
  - i. Make sure the parents know that the team member will be absent and they are alright with that.
- b. Print off a few copies of the IEP
- c. Make sure you have a copy of Procedural Safeguards printed to offer parents

### 5. During the meeting:

- a. Make sure the Notice of meeting matches the signature pages.
  - i. Every role listed on the notice of meeting (it doesn't list specific people's names, just titles) MUST be present at the meeting OR have an excusal
    1. If someone is missing and no excusal open the IEP in ENRICH and mark that person absent so an excusal can be printed off OR write at the bottom of the signature page that the parents gave permission for the person to be absent. Write in Prior Written Notice at the end of the IEP what was discussed.
  - ii. If someone is present at the meeting who is not on the notice, you need to ask the parents for permission for those people to be present and WRITE THIS AT THE BOTTOM OF THE SIGNATURE PAGE. Eg: Parents gave permission for assistive technology provider to be present) If parent invited someone not on the Notice of Meeting add them to the bottom as above.
  - iii. Ask the parents for permission for any missing team members
  - iv. Write anything discussed that isn't already included or any changes discussed in the IEP in the Prior Written Notice at the end of the IEP
  - v. A copy of Prior Written Notice goes home with the parents at the end of the meeting.

### 6. After the Meeting

- a. Send original signature pages to district Special Education Secretary. Your IEP WILL NOT BE REVIEWED until signature pages are turned in. KEEP A COPY FOR YOUR RECORDS
  - i. Annuals have one signature page plus excusals

- ii. Initials have eligibility signature page, IEP signature page, consent for initial services signature page and excusals (consent for evaluation should have already been turned in)
- iii. Re-evaluations have eligibility, and IEP signature pages (Consent for evaluation should have already been turned in)
- iv. District Special Education Secretaries are:
  - 1. Cripple Creek: Kendal Kelly
  - 2. Woodland Park: Jamie Lindsey
  - 3. Manitou Springs: Melissa McElhany
- b. Make necessary edits/changes to the IEP within 5 days of the meeting and FINALIZE
- c. Email [IEPreviewer@upboces.org](mailto:IEPreviewer@upboces.org) and let her know that your IEP is ready for review within 5 days of the meeting
- d. Make edits recommended by IEP reviewer within 5 days