



IEP Meeting Guidance

The Case Manager must send the Notice of Meeting to the parent(s) early enough (recommendation is 10 days prior) to ensure that they will have an opportunity to attend. The meeting should be scheduled for a mutually agreed upon time and place.

For transition aged students, If the staffing team chooses to invite an outside agency, written parental consent must be obtained prior to (or the same day as) inviting the agency. I-13 compliance is met when two documents, written parental consent and agency invitation, are compared to confirm that written parental consent was obtained prior to (or the same day as) the agency invitation.

Purposes of Meeting Descriptions

Referral: DO NOT USE

Initial Eligibility for Special Education: The purpose of this meeting is to discuss appropriate evaluation data to determine whether the student is eligible for special education services.

ENRICH DOCUMENTS REQUIRED: Consent for Initial Evaluation, Evaluation Report and Eligibility Determination, Consent for Initial Provision of Special Education and Related Services

Initial IEP: The purpose of this meeting is to develop the INITIAL individualized education program (IEP) that will include the student's present levels of academic achievement and functional performance, needs, and goals, and a plan to provide special education and related services.

ENRICH DOCUMENTS REQUIRED: IEP

Combined Initial Eligibility for Special Education and Initial IEP: The purpose of this meeting is to discuss appropriate evaluation data to determine whether the student is eligible for special education services. If eligible, an individualized education program (IEP) will be developed that will include the student's present levels of academic achievement and functional performance, needs, and goals, and a plan to provide special education and related services.

ENRICH DOCUMENTS REQUIRED: Consent for Initial Evaluation, Evaluation Report and Eligibility Determination, Consent for Initial Provision of Special Education and Related Service, IEP

Reevaluation: The purpose of this meeting is to discuss appropriate evaluation data to determine whether the student continues to be eligible for special education services. If so determined, the current individualized education program (IEP) will be reviewed and an updated IEP will be developed.

ENRICH DOCUMENTS REQUIRED: Consent for Reevaluation, Evaluation Report, Eligibility Determination

Special Evaluation: DO NOT USE

IEP Review: The purpose of this meeting is to review and update the student's present levels of academic achievement and functional performance, needs, and goals, and to develop a plan to provide special education and related services. **LAW REQUIRES WE HAVE AN IEP REVIEW ONCE EVERY 365 days BUT YOU COULD HAVE NUMEROUS IEP REVIEWS A YEAR. EACH TIME YOU DO AN IEP REVIEW YOU RESET THE NEXT REVIEW DATE TO A YEAR FROM THAT DATE.**

ENRICH DOCUMENTS REQUIRED: IEP

IEP Amendment: The purpose of this meeting is to review the current IEP and discuss an amendment. An amendment to the IEP will not change the annual review due date but will focus on interim adjustments to the IEP for the remainder of the annual period. **REMEMBER YOU NEED PRE APPROVAL BY SPECIAL EDUCATION ADMINISTRATION. AN IEP AMENDMENT CAN BE DONE WITHOUT A MEETING IF PARENTS APPROVE.**

ENRICH DOCUMENTS REQUIRED: IEP Amendment Prior Written Notice, Amended IEP

Transition IEP: The purpose of this meeting is to consider post-secondary goals and transition services for the student. The student and any identified agencies will be invited to any meeting if the purpose of the meeting is to consider transition services needs or needed transition services. Parents will receive a Consent to Invite Agencies Related to Transition, if applicable. **ALWAYS CHECK THIS BOX WHEN HOLDING AN IEP REVIEW FOR A STUDENT OVER 15.**

ENRICH DOCUMENTS REQUIRED: Transition Aged IEP

Individual Services Plan Eligibility for Special Education: DO NOT USE**Initial Services Plan: DO NOT USE****Combined Initial Eligibility and Initial Services Plan: DO NOT USE****Services Plan Reevaluation: DO NOT USE****Services Plan Review: DO NOT USE**

Behavior Intervention Plan: The purpose of this meeting is to review the Behavior Intervention Plan and amend, as needed.

ENRICH DOCUMENTS REQUIRED: Additional Meeting, Possibly IEP Amendment Prior Written Notice and Amended IEP if changes are made.

Discipline: The purpose of this meeting is to discuss a discipline event.

ENRICH DOCUMENTS REQUIRED: Additional Meeting, Possibly IEP Amendment Prior Written Notice and Amended IEP if changes are made.

Health Care Plan: The purpose of this meeting is to review the components of the Health Care Plan.

ENRICH DOCUMENTS REQUIRED: Additional Meeting, Possibly IEP Amendment Prior Written Notice and Amended IEP if changes are made.

Manifestation Determination: The purpose of this meeting is to review information in the student's file, including information in the IEP, any teacher observations, and any other relevant information to determine whether the student's conduct was the direct result of his or her disability or a failure of the administrative unit or state operated program to implement the IEP §300.530 (e)(1).

ENRICH DOCUMENTS REQUIRED: Manifestation Agenda and Notes

Matriculation: DO NOT USE

Specialized Transportation: The purpose of this meeting is to discuss specialized transportation needs.

ENRICH DOCUMENTS REQUIRED: Additional Meeting, Possibly IEP Amendment Prior Written Notice and Amended IEP if changes are made.

Transfer: The purpose of this meeting is to discuss the student's strengths and needs as documented in the IEP from the prior school or district.

ENRICH DOCUMENTS REQUIRED: In state or Out of State Transfer Accept or Interim Plan

Enrich does not include Additional Meeting as a Drop down for the type of meeting. If you are holding an additional meeting outside that doesn't fit into the above you can "Add New Option" and Write in Additional Meeting. Some examples of additional meeting reasons:

- *Parent has questions or concerns regarding student progress*
- *General education teacher requests meeting to review accommodations*
- *Parent has new information such as Medical or Private Therapy reports that need to be discussed*