



REED & EVALUATION IEP DEVELOPMENT TIMELINE

REMEMBER: Initial Evaluations are due within 30 SCHOOLS DAYS of receipt of parent consent unless there is a mutually agreed upon extension. Reevaluations are due within 30 SCHOOLS DAYS of district receipt of parent consent OR by the reevaluation due date, whichever comes first. **These requirements may change the timelines outlined below.**

Student _____ Meeting Date _____
Initial REED Due _____ Reevaluation Due _____ IEP Due _____

6-8 weeks before the IEP meeting

- Case manager schedules Reevaluation IEP meeting with parent 2 weeks before the IEP and/or REED is due OR schedules Initial IEP meeting within 30 school days of receipt of parent consent to evaluate.**
- MET reviews existing education data and completes REED. MET determines any additional data needed.
- Get parent, student, and teacher input either at REED meeting or via MET contacts
- Give parent REED, Notice, and Request for Consent either at meeting or via MET contacts
- Begin informal IEP preparation activities
- Review goals & progress monitoring data
- Begin collecting work samples

5 weeks before the IEP meeting

- Follow up on Consent if not received. Continue documenting parent contacts.
- Do NOT begin testing until consent is received (Initial) or appropriate contacts are documented (Reevaluation)

3 weeks before the IEP meeting

- Send written IEP invitations to parent, staff, & student, if appropriate
- MET & IEP team coordinates to get information in reports & IEP draft (*planning is ok, predetermination is not!*)

2 weeks before the IEP meeting

- Complete Reports, IEP draft, & notify team members the draft is complete
- MET collaborates on Eligibility recommendation, if applicable
- Review the PDF/printed version of the IEP for clarity
- Send a copy of reports and IEP draft to parents & ask them to review
- Make positive parent contact before the meeting

Day of the Meeting

- Use a computer/projector or make copies for everyone
- Make sure everyone knows where & when
- Consider seating arrangements
- Arrive Prepared**

After the Meeting

- Double-check compliance "Hot Spots"
- Finalize the IEP & make a formal, specific, written offer of FAPE
- Publish the IEP if possible
- Give parents a copy to take home
- Give other IEP team members a copy & notify appropriate staff of changes/updates