



# ANNUAL IEP DEVELOPMENT TIMELINE

Student \_\_\_\_\_ IEP Due Date \_\_\_\_\_ Meeting Date \_\_\_\_\_

*The LISD generally recommends IEP teams schedule annual IEP meetings at least 2 weeks before they are due in case of inclement weather or other delays. For example, an IEP due April 1 would be scheduled on or before March 15 and the recommended development activities outlined below would begin in January or earlier.*

## 6-8 weeks before the meeting:

- Case manager schedules IEP meeting with parent 2 weeks before the IEP is due
- Begin informal preparation activities
- Get parent, student, and teacher input
- Review goals & progress monitoring data
- Begin collecting work samples

## 3 weeks before the meeting:

- Send written invitations to parent, staff, & student, if appropriate
- Coordinate with team members to get their input in the draft (planning is ok; predetermination is not)

## 2 weeks before the meeting:

- Complete the IEP draft & notify team members the draft is complete
- Review the PDF/printed version of the IEP for clarity
- Send a copy of the 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