


Writing the IEP - Part 1




WI FACETS
Wisconsin's Special Education Center
www.wisconsin.edu

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What Will You Learn Today?

- What an IEP is
- IEP Timeline
- IEP Team
- Required Notices
- IEP Overview
- Resources



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Special Education in Plain Language



*User-Friendly Handbook on
Special Education Laws, Policies
and Practices in Wisconsin*


2009 • Third Edition • Including a 2019 Supplement

Interactive version:
<https://www.wsems.us/special-education-in-plain-language/introduction/>

pdf version:
Webinar handout

Hard copy:

- Your school district
- WI FACETS



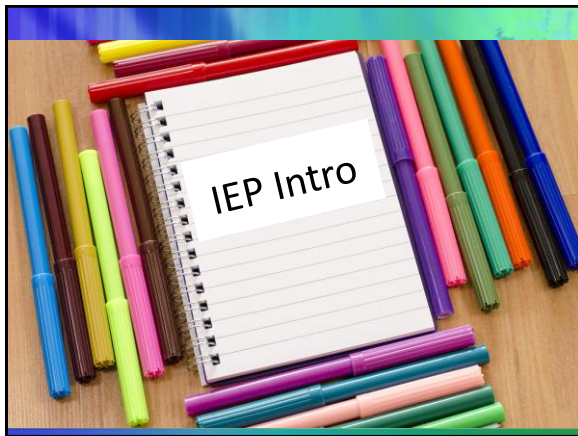
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Where Is the IEP Information?

Where is the IEP information located? The IEP is developed and maintained by the IEP team. The IEP team must include the student's parent and the student's teacher. Other members may include: district administrator, district special education administrator, district or school psychologist, district or school nurse, district or school social worker, district or school counselor, district or school occupational therapist, district or school speech therapist, district or school audiologist, and other professionals as determined by the IEP team.	Who develops the IEP? The IEP is developed by the IEP team, which includes the student's parent and the student's teacher. Other members may include: district administrator, district special education administrator, district or school psychologist, district or school nurse, district or school social worker, district or school counselor, district or school occupational therapist, district or school speech therapist, district or school audiologist, and other professionals as determined by the IEP team.	When is the IEP reviewed? The IEP is reviewed at least once a year, or more frequently if the student's needs change significantly. The IEP team may also review the IEP at any time if the student's needs change significantly.	What happens if the IEP is not followed? If the IEP is not followed, the district may be in violation of the IDEA. The parent may file a complaint with the state education department or file a lawsuit.
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Special Education in Plain Language: <https://www.wsems.us/special-education-in-plain-language/>

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What 's an IEP?

- **Written plan designed to meet the child's individual needs**
- **Developed by IEP Team**
- **Child's strengths & needs**
- **Ambitious, achievable annual goals**
- **Special education & related services**
- **Legal commitment**

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What 's an IEP?

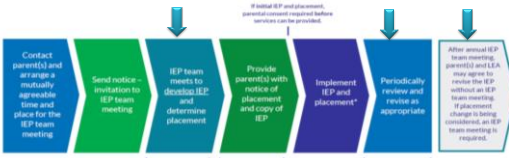
- High expectations
- **VISION: All students in WI graduate academically prepared and socially and emotionally competent**
- Rigorous academic standards
- Tool to measure progress
- Changeable by IEP Team



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When is the IEP Developed?

IEP & Placement Timelines



Contact parents and arrange a mutually agreeable time and place for the IEP team meeting.

Send notice - invitation to IEP team meeting.

IEP team meets to discuss I.E.C. and determine placement.

Provide parents with notice of placement and copy of IEP.

Implement IEP and placement.

Periodically review and revise as appropriate.

After annual IEP team meeting, parents and LEA may agree to revise the IEP without an IEP team meeting. If placement change is being requested, an IEP team meeting is required.

If evaluation or reevaluation meeting must occur within 30 calendar days of ability determination.

Reasonable amount of time before IEP and placement - implemented. I.E.A. should provide amount of time that takes into account processing any mail services.

IEP team needs to review progress toward IEP goals, consider social factors, and determine placement. Review IEP as appropriate, to address lack of expected progress towards annual goals within general education curriculum. result of one reevaluation, information provided by the parents, the student's articulated needs, or other matters.

At the beginning of each school year, each LEA must have an IEP in effect for each student for whom the district has IEP responsibility.

Revised October 2018

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Who is REQUIRED on IEP Team?

Parents!

- "Parent" definition:
[34CFR 300.30\(a\)](#)
- Without a parent:
[34CFR 300.322\(d\)](#)




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Who else is REQUIRED?

- Regular Ed Teacher
- Special Ed Teacher
- Local Education Agency (LEA) Rep
- Someone to explain tests


- Related Services Therapist(s)
- If Specific Learning Disability...
- If Out of District...
- Student



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What OTHERS on IEP Team?

- School or parent can invite **OTHERS**
- *Knowledge or special expertise*
- Person inviting decides
- Birth to 3 rep
- Transition rep



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What IEP Meeting Notice is Required?

- NOTICE to parents of **every** IEP Team meeting **(I-1)**
34CFR 300.322
 - Purpose
 - Time and location
 - Who attending
 - "Others" OK
 - Part C/Transition
- Mutually agreed time and place

NOTICE OF MEETING OF THE INDIVIDUALIZED EDUCATION PROGRAM (IEP) TEAM
(34CFR 300.322)

SCHOOL DISTRICT _____

If you need this invitation in a different language or communicated in a different way, or have questions about this invitation, please contact _____.

Dear _____ Date _____


You are a participant on the IEP Team which will assist to address the educational needs of your child. IEP team meetings must be held at a mutually agreeable time and place. An IEP team meeting has tentatively been scheduled for the following date _____ and location _____ . You may bring _____ if these meeting arrangements are not agreeable to you, please call _____ or _____ at _____ . You may bring _____ other people who you believe have knowledge or special expertise about your child to the meeting with you. If your child is transitioning from a Birth to 3 Early Intervention Program, we will, at your request, send to the Birth to 3 coordinator or other representative an invitation to the IEP meeting.

The purpose of this IEP team meeting is (check all that apply):

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How Can Parents Respond?

- **CAN** attend:
 - In-person
 - Phone, Skype, Zoom, etc.
 - Need different location
 - Need interpreter or translator
 - People they will bring
- **Can NOT** attend:
 - Find another mutually agreeable date & time



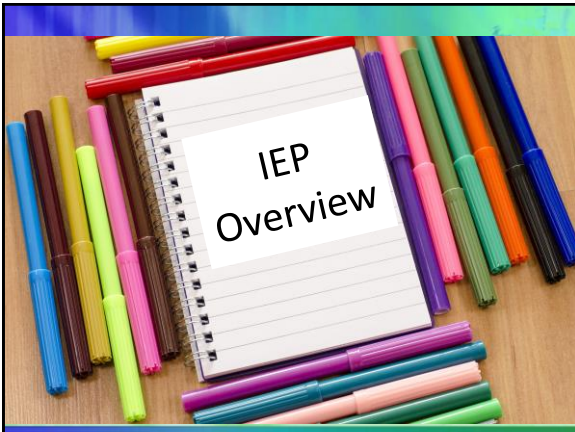
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What Notice to Excuse is Required?

- Notice to Excuse a **Required** IEP Team participant from IEP meeting
- 2 ways to be excused:
 - Area of expertise **WILL NOT** be discussed or modified
 - Area **WILL be** discussed & they submit written report to parent & school team before the meeting
- Requires parent and LEA written agreement **WI sample form I-2**
- If parent does NOT consent, meeting must be held with the required participant



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What to Look for 1st?


IEP Front Page (I-3)

Signature means attended - does NOT mean agree

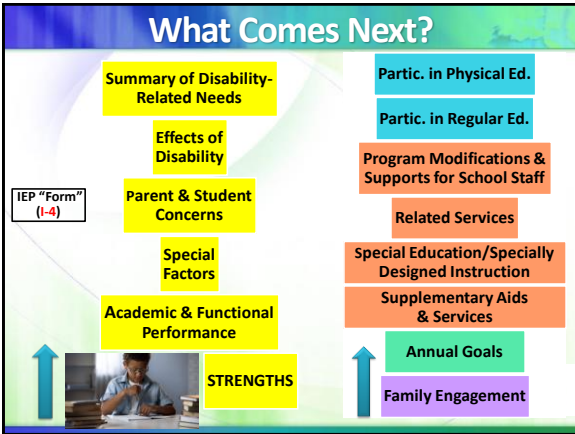
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What Comes Next?

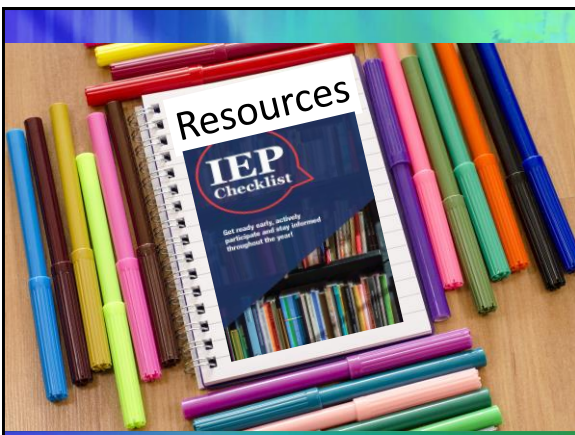
- Review Annual Goals (I-5)
 - Progress?
 - Met
 - Didn't meet



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Where Can I Get More Info?


- **Special Education in Plain Language:** <https://www.wsems.us/special-education-in-plain-language/>
- **WI DPI Special Ed Policies, Procedures, Sample Forms (1-1,2,3,4,5):** <https://dpi.wi.gov/sped/model-special-education-policies-and-procedures-and-special-education-forms>
- **WI Bulletins:** <https://dpi.wi.gov/sped/laws-procedures-bulletins/bulletins>
 - **10.04** Physical Education AND **18.02** FAPE
- **WI Academic (Grade-Level) Standards:** <https://dpi.wi.gov/standards>
- **College & Career Ready IEPs:** <https://dpi.wi.gov/sped/college-and-career-ready-ieps>
- **WI FACETS' CCR-IEP Webinar:** <https://attendee.gotowebinar.com/register/5891241972081530371>
- **Parents as IEP Team Members (VIDEO):** <https://www.youtube.com/watch?v=h2ohX1S2bNM>
- **IEP Checklist:** <https://wifacets.org/resources/other-resources>
- **IDEA 2004 Info:** <http://www.wifacets.org/resources/idea-2004-info>
- **Parent Center Hub's 3 IEP Modules:** <https://www.parentcenterhub.org/webinar-training-modules-on-iep-idea/>
- **WI DPI's Family Engagement** – <https://dpi.wi.gov/engaging-families>



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Are There More IEP Mini Modules?

1. Starting the IEP Process: Special Education Basics
2. Special Education Referral Process
3. Evaluation & Eligibility in the IEP Process
4. Reevaluation & Independent Educational Evaluations
5. Writing the IEP (Part 1)
6. **Writing the IEP (Part 2)**
7. Writing the IEP (Part 3)
8. IEP Revisions & Extended School Year
9. Parent Rights in the IEP Process
10. Useful Resources in the IEP Process
11. IEP Checklist




Register – www.wifacets.org

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That's It for Today!

- Please complete your evaluation.
- Questions? WI FACETS 877-374-0511

THANK YOU!



Content addressed in this module is based on federal and state law and regulations. The information is not intended to be a replacement for careful study of IDEA and Chapter 115.
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