

Process for Submission of IEPs

Annual IEPs

1. In preparation for writing a new IEP with new present levels, goal, and benchmarks, staff should complete the last progress reports on the IEP to print out and give to the parents at the new IEP meeting. You do not need to send a copy of the final progress reports to the Cooperative Office.
2. After completing and printing the last progress reports, go to the “Demographics/Parent/School Data Screen” screen on the WebKIDSS program.
3. On the student’s “Demographics/Parent/School Data Screen” screen, Click the “**Change Archive Status**” button. If you do not see this button, then you need to designate yourself as the Primary Provider on the “Anticipated Services Chart.”
4. The program will take you to the “Change Archive Status” screen. Click the radio button in front of “**Yes.**”
5. Click the “**Change**” button to archive the IEP.
6. The program takes you back to the “Demographics/Parent/School Data Screen” screen. You will now see the following message in red: “**Student IEP record is archived. Changes cannot be made.**”
7. You are now ready to create a new IEP for the student.
8. On the “Demographics/Parent/School Data Screen” Screen, click the “**Add New/Amendment IEP Record**” button. The program will take you to the record creation screen.
9. On the record creation screen, click the “**Add New IEP**” button. The “Add New IEP” screen will appear.
10. On the “Add New IEP” screen, enter the new IEP Date and Initiation Date. Additionally, select the appropriate status from the drop down menu (**C- Continuing Student**).
11. Click the “**ADD**” button and the program will take you back to the “Demographics/Parent/School Data Screen” screen. You should now see the newly created IEP in the “IEP Records” box (top right of screen) with the new IEP meeting date. The newly created IEP will be highlighted and should always appear at the top of the box.
12. Enter the information for the new IEP including any changes, additions, or deletions that are anticipated to occur at the meeting.

13. Complete ESC-400 and ESC-401 in WebKIDSS and distributes these to the parents and appropriate team members as the official notification of the IEP meeting.
14. Print the new IEP to be used as a “Draft” copy of the IEP for the meeting.
15. Present the new IEP to the parents and the team as a “Draft”. Utilize this “Draft” copy of the IEP during the meeting to make notes regarding any changes recommended by the team.
16. Obtain signatures from all those who participated in the IEP meeting in the signature section of the new IEP.
17. In writing, complete the sections regarding whether all required participants were present, the IEP Distribution section, the Parental Rights Distribution section, the Medicaid section, and the Questions section.
18. Additionally, complete and have the parents sign a new ESC-99 form to obtain consent for the changes being proposed. If a school psychologist was present, obtain the completed and signed copy of the ESC-99 from them.
19. Following the meeting, return to the WebKIDSS program and enter any remaining information for the IEP and ESC-99 including any changes, additions, or deletions determined necessary at the IEP meeting. Also update the IEP in WebKIDSS with any hand-marked information completed in the IEP meeting.
20. After entering all of the necessary information for the IEP, send the appropriate paperwork to the Cooperative Office (within 10 days) including the following:
 - IEP Signature Page
 - “Hand-Marked” Pages through Transportation Section
 - Behavior Intervention Plan (if it is a separate document)
 - Admit/Dismiss Form (if new referral)
 - ESC-99 Form
21. The IEP will be reviewed at the Cooperative Office. If changes or additional information is required, you will be notified by e-mail or through an “IEP Checklist”.
22. If you receive a printed copy of the IEP from the Cooperative Office, then no changes or corrections were necessary.
23. After any necessary changes are completed, you must notify you designated IEP Reader that the IEP is complete. Your IEP Reader will either confirm that the necessary changes have been completed or indicate which areas still require your attention.
24. Copies of the IEP, Teacher Information Page, and Progress Report will be filed by the Cooperative Office staff. Do NOT make changes to an IEP (other than requested

revisions) until you have received the official printed copy of the IEP from the Cooperative Office.

25. The Cooperative Office will print the new IEP and attach the signature page and any other material, which is part of the IEP, which is written on separate documents. The printed IEP from the Cooperative Office is considered the "Official IEP" and will be sent, from the Cooperative Office, directly to the parents and the primary provider. The primary provider will be responsible for making copies of the IEP for any other providers listed on the IEP.

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