

## IEP Procedures

8/2006

IEP Type	Print Progress Reports?	Archive previous IEP?	“Add New IEP” What dates do I use?	What do I send to the Coop.?
<b>Move-in IEP</b>	No	Yes	Retain the incoming IEP Meeting Date & change the Initiation Date to the first day of services.	<ul style="list-style-type: none"> <li>- Copy of move-in as received from prior district</li> <li>- Admit/Dismiss form</li> <li>- ESC-625</li> <li>- ESC-99</li> </ul>
<b>"Changes" to an existing IEP</b>	Yes, if it has been more than 14 calendar days since the last progress report	Yes	Retain the IEP Meeting Date, & change the Initiation Date to the date when changes will begin.	<ul style="list-style-type: none"> <li>- ESC-625</li> <li>- ESC-99</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>- ESC-626</li> <li>- ESC-99</li> </ul>
<b>Annual or Initial IEP</b>	Yes, if it has been more than 14 calendar days since the last progress report	Yes	The IEP Date will be the date of the meeting. The Initiation Date will be the date when services begin.	<ul style="list-style-type: none"> <li>- Signature page</li> <li>- Medicaid Page if eligible</li> <li>- Behavior plan if it is a separate document</li> <li>- ESC-99</li> </ul>

**\*Submit IEP paperwork ASAP after IEP meeting, but no later than 10 days after meeting date.**

\*If no corrections are required, you will receive a copy of the completed IEP for your files and one will be sent to the parent(s).

\*If corrections are necessary, you will receive notification specifying the changes that need to be made.