

Development Timeline for Active IEPS (8-13-2014 HS)

6-8 Weeks:

Initial ____ Date ____ Webkidds Email Notification to Primary Provider at 60 days.
Open New IEP by Primary Provider only.

Initial ____ Date ____ MS & HS Primary Provider Contact Transition Coordinator to let him/her know the IEP is open. Contact all service providers assigned to the student.

Initial ____ Date ____ Contact General Education Teachers for conversation about the student to request input.

Initial ____ Date ____ Contact Building Scheduler.

Initial ____ Date ____ Contact Parent for initial conversation about concerns.
Rough Draft Development.

Webkidss Email Notification to Primary Providers at 45 days.

5 Weeks:

Initial ____ Date ____ 1st Attempt to schedule meeting - phone.

Successful ____ Unsuccessful ____

Webkidss Email Notification to Primary Providers, Principals, and SpEd Admin at 30 days.

3 ½ Weeks:

Initial ____ Date ____ 2nd Attempt to schedule meeting - Send notice of meeting - Email

Successful ____ Unsuccessful ____

Webkidss Email Notification to Compliance Coordinator at 20 days.

2 Weeks:

Initial ____ Date ____ 3rd Attempt to schedule meeting - Send Letter (not certified)

15 Days:

Initial ____ Date ____ Rough Draft Completed on Webkidss by all providers. Rough Draft Notification to all team members from Primary Caseload Manager. Email Compliance Coordinator with draft status.

8 Days:

Initial ____ Date ____ Draft IEP goes home.

1-4 Days:

Initial ____ Date ____ Excusal Forms for staff not attending.

Day of Meeting:

Initial ____ Date ____ Meeting held. Parent receives draft of IEP. IEP is polished at the IEP meeting. Parent receives copy of updated IEP Draft.

5 Days:

Initial ____ Date ____ All Paperwork is due at Lansing Special Education Admin Offices to the Director's Admin Assistant. Paperwork is date stamped upon receipt.

5-10 Days:

Initial ____ Date ____ **MIS Clerk Reviews and email sent to teacher, admin and compliance officer.**

Compliance Officer Reviews for additional compliance and quality control. Correction implemented by Case Load Manager. MIS marks complete.

10 Days:

Initial ____ Date ____ Parent provided with final copy of the IEP after Compliance Coordinator has locked.