Hope
Autism Clinic

IEP PROCESS FOR PARENTS

HOW TO ESTABLISH AN IEP FOR YOUR CHILD

- Contact your local school district.
- "Child Find" is the responsibility of the district to identify any student who may need special education & related services.
- Student is evaluated.
- Eligibility is determined.
- Student is found eligible for services.
- IEP meeting is scheduled.
- IEP meeting is held & the IEP is written (most schools will come prepared with a draft to make edits to as the initial services are determined).

AFTER THE IEP IS WRITTEN

- Services are provided.
- Progress is measured & reported to parents (usually quarterly).
- IEP is reviewed annually.
- Student is re-evaluated every 3 years to determine ongoing eligibility.

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WHAT CONTENTS ARE IN AN IEP?

- Current performance
- Annual goals
- Special education & related services, i.e., speech therapy, occupational therapy, physical therapy, etc.
- Participation with nondisabled students
- Participation in state & district-wide tests
- Dates & places of services
- Transition service needs (for children aged 14 ½ years or older)
- How progressed is measured

WHO IS ON THE IEP TEAM?

- Parent/Guardian
- Special Education Teacher
- Related Service Providers, i.e., OT, PT, SLP, etc.
- Student (usually starting at age 14 ½)
- General Education Teacher
- School System Representative – usually a special education coordinator or principal
- Transition Services Agency Representative, as needed
- School Psychologist
- Anyone else the parents would like to invite
- Other professionals could include BCBAs, advocates, social workers, and many others.

For more information, you can reference the IEP parent guide provided by the federal government:
Archived: IEP Guide relating to IDEA 97 (does not apply to newer IDEA 2004 Reauthorization) (PDF)