**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.