

IEP PROCESS

GOAL: Procedural safeguards and streamlined IEP meeting processes are implemented in order to increase collaboration and consistency among schools.

Action	Measurement	Due Date	Status
Provide training on highly effective IEP teams to all special educators, related service providers and administrators	Training sessions provided to special educators and school-based administrators.	October 31, 2016	Complete (and ongoing)
Standardize IEP meetings structures.	Define Start/End times on IEP meeting notice; Establish an agenda template to be used at meetings; Utilize new Binders with information readily available; Review checklists when applicable for certain IEP functions	February, 2017	In Progress
Provide training for families on the IEP process.	IEP Trainings made available for families in variety of formats. This may include face-to-face, podcast, webinar, linked information, FAQs, and other ways.	June, 2017	Not Started
Develop a survey for special education staff to determine the efficiency and effectiveness of IEP meetings.	Survey developed, distributed, and returned for review.	May, 2017	In Progress