

Mississippi Bend Area Education Agency
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January 30, 2006

To: Special Education Teachers, AEA Support Staff, Superintendents, Principals, District Special Education Administrators and IMS Data Entry Staff

From: Dave Quinn, Director
Special Education

Re: Individualized Education Programs (IEPs)
Documenting that Initial Evaluations were Completed within 60 Calendar Days

Individualized Education Programs (IEPs)

IDEA 2004 required changes in the IEP form used in Iowa schools. The web-based IEP application and the paper/pen versions of the IEP form include these required changes. The FileMaker Pro application does not include the changes. Therefore, after a school/district has received training on the web-based application, all IEPs must be completed using that application or by using the paper/pen version.

If IEPs are completed using the FileMaker application after a school/district has received the web-based IEP training, the IEP will not be accepted and will be returned for completion on the proper form. This is necessary to insure that our schools are in compliance with federal law.

Documenting that Initial Evaluations were Completed within 60 Calendar Days

The Mississippi Bend AEA has been recently notified by the Iowa Department of Education (DE) that federal law requires us to document that initial IEPs for newly entitled students with disabilities are completed within 60 calendar days of parent permission for the full, individual evaluation (Level D). This timeline for evaluations is measured from the date that the parent signs the Consent for Evaluation to the date of the initial IEP meeting.

Page A of the IEP form will be used for this documentation. Directions are attached that explain how this documentation must be hand-written at the top of the IEP. Please note, this requirement to document that the evaluation was completed in 60 days applies only to initial IEPs for newly entitled students.

Some students will receive a Level D full, individual evaluation but will be found to not be entitled to special education. For these students, an AEA staff member who is a member of the IEP team must complete the attached form called "Student Receiving an Evaluation, But Not Receiving an Individualized Education Program." This form is to be submitted to the appropriate data entry person.

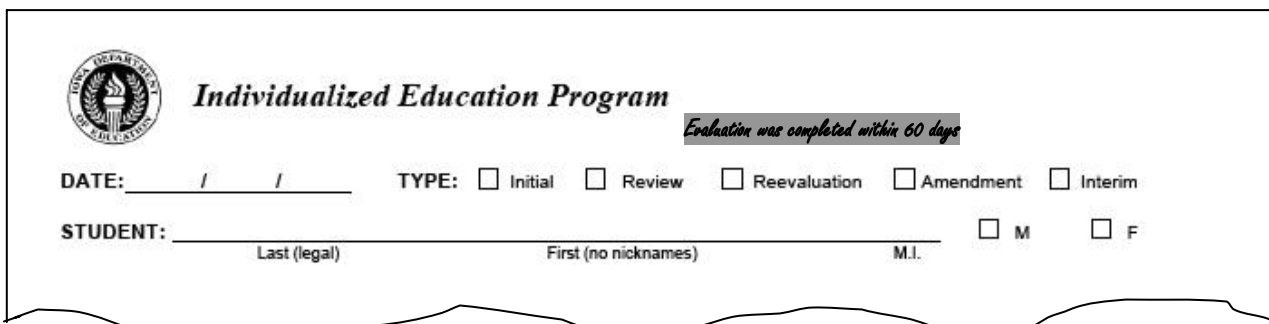
The next version of the web-based IEP (Fall 2006) will include a revision that allows this documentation to be entered electronically.


If you have questions about these changes, please do not hesitate to contact me or the AEA service area coordinator for your district.

New directions for all **Initial IEPs** written between February 1, 2006 and July 1, 2006:

IDEA 2004 allows 60 days for evaluations and the determination of eligibility.

- The timeline for Evaluations is measured from the date that the parent signs the *Consent for Evaluation* to the date of the IEP meeting.
- For all initial IEPs, indicate on Page A whether or not the student's evaluation was completed within 60 days.
- If the evaluation **was completed within 60 days**, write in with pen the following addition:



 **Individualized Education Program**

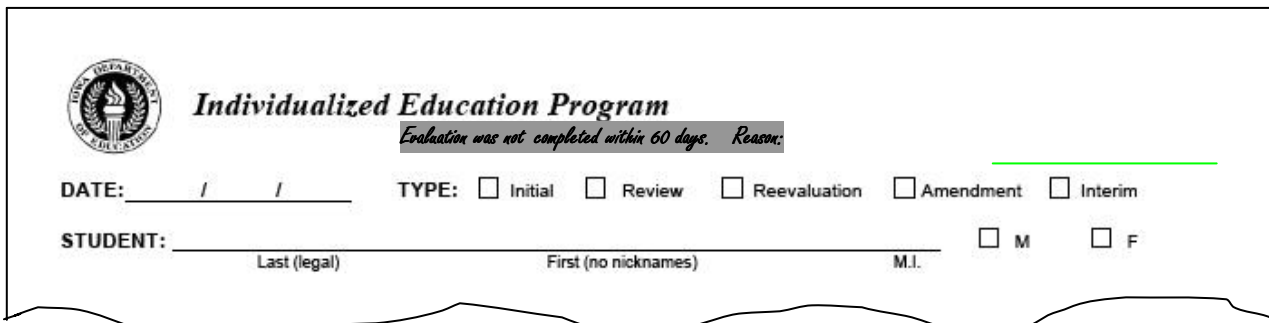
Evaluation was completed within 60 days


DATE: ___ / ___ / ___ TYPE: Initial Review Reevaluation Amendment Interim

STUDENT: _____ M F

Last (legal) First (no nicknames) M.I.

- If the evaluation was **not completed within 60 days**, write the following and indicate the reason for the delay.



 **Individualized Education Program**

Evaluation was not completed within 60 days. Reason: _____

DATE: ___ / ___ / ___ TYPE: Initial Review Reevaluation Amendment Interim

STUDENT: _____ M F

Last (legal) First (no nicknames) M.I.

Reasons given for delay may include:

- Moved
- Transferred in
- Hospitalization
- Scheduled school break
- Family reason
- School or personnel reason
- Other

Directions for filling out the *Student Receiving an Evaluation, But Not Receiving an Individualized Education Program form*

IDEA 2004 also requires timeliness information be kept for all children or students for whom a *Consent for Evaluation* is signed. In order to collect data for students who do not go into special education, a new form, *Student Receiving an Evaluation, But Not Receiving an Individualized Education Program* has been developed. A picture of this form is included on the next page.

On the *Student Receiving an Evaluation, But Not Receiving an Individualized Education Program* form, the following information must be recorded.

- The date of the meeting when the evaluation is discussed. (On rare occasions, a meeting will not be held. In this case, the date will not be entered).
- The student's name
- The student's birthdate, grade, and teacher/provider
- The Resident District and Resident Building
- The Attending District and Attending Building. (In almost all cases, the resident and attending district and building will be the same. When that is the case, "same" may be entered for Attending District and Building.)
- The explanation regarding the timeliness of the evaluation for a student not entering special education or the lack of a meeting being held must be recorded.
 - For students for which a meeting was held:
 - Check the Student not entering special education box
 - Check Yes or No to indicate whether or not the evaluation was completed within 60 days.
 - If the evaluation was not completed within 60 days, check the reason for the delay in holding the meeting.
 - For students for which the evaluation was not completed or the meeting was not held:
 - Check the Meeting not held box, and
 - Check the reason why it was not held.

A copy of this form must be returned to your AEA



Student Receiving an Evaluation, But Not Receiving an Individualized Education Program

Meeting Date: _____ / _____ / _____

STUDENT: _____
Last (legal) First (no nicknames) M.I.

Birthdate: _____ / _____ / _____ Grade: _____ Teacher/Service Provider: _____

Resident District: _____ Building: _____

Attending District: _____ Building: _____

Explanation:

<input type="checkbox"/> Student not entering special education.	<input type="checkbox"/> Meeting not held.
Evaluation was completed within 60 calendar days. <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If no, specify the reason for the delay:</p> <input type="checkbox"/> Moved <input type="checkbox"/> Transferred in <input type="checkbox"/> Hospitalization <input type="checkbox"/> Family reason <input type="checkbox"/> School or personnel reason <input type="checkbox"/> Other: _____	<p>Reason:</p> <input type="checkbox"/> Student moved <input type="checkbox"/> Mutual agreement <input type="checkbox"/> Evaluation permission withdrawn <input type="checkbox"/> Death <input type="checkbox"/> Other: _____