

East Mountain High School IEP Processes and Timelines

Timeline	Task	Position responsible
Ongoing (at least monthly)	Update master calendar/master spreadsheet to include completed meetings and new & exited students	SpEd Coordinator, EA
At start of each term	Review master calendar for potential timeline disruptions (vacations, testing, etc. near due-dates)	SpEd Coordinator
4 weeks from due date	Contact parent to schedule meeting, discuss participation of outside agency	Case Manager
3 weeks from due date	Send invitations to parent and student	Case Manager
3 weeks from due date	Invite outside agency, as needed	Case Manager
> 1 week from due date	Update career interest assessment	Case Manager
> 1 week from due date	Parent interview	Case Manager
> 1 week from due date	Student interview	Case Manager
> 1 week from due date	Collect teacher feedback	Case Manager, SpEd & GenEd teachers
> 1 week from due date	Collect ancillary service provider feedback, as needed, including draft updated annual goals	Case Manager, Ancillary providers
> 1 week from due date	Collect current health information from school health office, as needed	Case Manager, Health office
> 1 week from due date	Collect present levels in identified areas of need	Case Manager
> 3 school days from due date	Arrange coverage for GenEd teachers, as needed	Case Manager, EA
> 3 school days from due date	Confirm meeting time & participation w/ GenEd teachers and Ancillary staff	Case Manager
As scheduled	IEP Meeting	All required team participants (coordinated by Case Manager)
At close of IEP meeting	Digital/Hard copy to parents	Case Manager
At close of IEP meeting	Deliver PWN to parents	Case Manager
At close of IEP meeting	Offer procedural safeguards	Case Manager
< 3 days after IEP meeting	Signed IEP and invites to student cumulative file	Case Manager
< 3 days after IEP meeting	Digital copy of IEP to server archive	Case Manager
< 3 days after IEP meeting	Update student information and SE Events in PowerSchool SIS	Case Manager
< 3 days after IEP meeting	Notify teachers/staff of relevant updates to goals and accommodations	Case Manager