

The Special Education Process for the Individualized Education Program (IEP)

NOTICE - Referral within 10 calendar days

When a student is suspected of having a disability that affects his or her education, a **written referral must be submitted by parent(s) to the school. ***See example template below*****

PERMISSION - Parental Notice and Parental Consent Received

The required information and consent for evaluation is given to the parent(s) within 10 calendar days of receiving the referral. Parent(s) return signed consent form giving permission to evaluate. The **initial** (first-time) evaluation must be completed within 30 school days, unless an evaluation timeline extension is requested.

EVALUATION - Initial evaluation within 30 school days

The student receives a comprehensive **Multidisciplinary Evaluation** by a **Team of professionals** (called the **MET**). They determine the student's level of educational performance and make recommendations for special education eligibility based on state law.

PLANNING AND IMPLEMENTATION - IEP Team Meeting

The MET report is presented to the IEP team. During the IEP team meeting:

- Parents are invited to meet at a mutually agreed upon time.
- Review of evaluation and eligibility for services based on state law is shared.
- Goals and objectives are created if the student is determined eligible.
- Services are outlined and placement is decided.
- Your student's **Individualized Education Plan (IEP)** is developed.
- **Parents must sign consent for IEP, after which services must be implemented within 15 school days.**

PERIODIC REVIEW

On at least a yearly basis, your child’s IEP is reviewed by the IEP team to go over goals, programs, and services. Re-evaluation for special education eligibility must be considered by the IEP team at least every three years.

504 Plan	IEP
The 504 plan offers <u>all</u> children with disabilities equal access to an education. In some cases this may include special education services, but for a child in a wheelchair it may mean a ramp or elevator to access the classroom.	The IEP is only for children who require special education services. The individualized program must meet each child’s unique needs and provide educational benefit.
The 504 is documented in a written plan.	The IEP documents contain very specific language and parts such as goals and objectives that are not included in the 504.
Specific timelines for the 504 do not exist.	Timelines for an IEP are very specific and important.
There are no requirements stating who must attend the 504 plan meeting.	A minimum number of IEP participants and who they are, such as administrator, general education teacher, and special education teacher, are stipulated.
Reports of noncompliance and the request for a hearing are made to the Office for Civil Rights.	Reports of noncompliance and the request for due process are made to the State’s Department of Education.
The 504 does not offer as many specific procedural safeguards as the IEP.	IEP specific procedural safeguards include, but are not limited to: the right to request an independent assessment at public expense the student may “stay put” until a dispute is resolved



Request for an Individualized Education Plan (IEP) Evaluation (Parent Letter Template)

On the next page is a letter template that you can submit to your child's school requesting an evaluation for special education services through an Individualized Education Plan (IEP). You must write or type the request and submit it to the school office. A verbal request is not enough to start the process and will often delay services being received. Write your child's information at the top of the letter and fill in the blanks with their name. Be sure to sign and date the form.

Disclaimer: This document contains information and/or instructional materials developed by Michigan Medicine for the typical patient with your condition. It may include links to online content that was not created by Michigan Medicine and for which Michigan Medicine does not assume responsibility. It does not replace medical advice from your health care provider because your experience may differ from that of the typical patient. Talk to your health care provider if you have any questions about this document, your condition or your treatment plan.

RE: Request for Individualized Education Plan (IEP) Evaluation

Child's Name:

Address:

DOB:

Phone:

Please forward to the school principal and district director of special education.

We are writing to formally request the school district evaluate our child, _____,
to determine their eligibility for an Individualized Education Plan (IEP). _____
has been struggling with _____
_____,
and may require additional support services to be successful in school.

It is our understanding the school district will review _____'s existing
evaluation data and make a decision regarding testing within 10 school days. We also
understand that an evaluation would be completed within 30 school days.

Please let this letter serve as parent consent to perform testing. Thank you for your prompt
attention to our request.

Sincerely yours,

X _____ [Parent Signature] _____ [Printed Parent Name] _____ [Date]