IEP Process

In accordance with the Individuals with Disabilities Education Act (IDEA) and New Mexico Public Education Department (NMPED) requirements, the following procedures guide the development and implementation of Individualized Education Programs (IEPs):

- Upon enrollment, all students eligible for special education are assigned a Case Manager by the Director of Special Education. The school requests records from the previous school, reviews STARS for special education history, and documents key information in internal tracking systems, including IEP and reevaluation due dates.
- The Case Manager is responsible for ensuring that each student's IEP is developed and reviewed annually and implemented in a timely manner.
- At least 30 days prior to the IEP due date, the Case Manager contacts the parent/guardian, adult student (if applicable), and required IEP team members to schedule the IEP meeting and provide written notice of the meeting.
- Prior to the meeting, the Case Manager gathers and prepares required components of the IEP, including:
    - Student Profile and Student/Family Vision, with input from the parent/guardian and student;
    - Present Levels of Academic Achievement and Functional Performance (PLAAFP), based on current data, evaluations, and input from general education teachers and related service providers;
    - Transition assessments and measurable postsecondary goals for students age 14 or older, in accordance with NMPED transition requirements.
- The IEP Team, which includes the parent/guardian, reviews all relevant data and collaboratively develops:
    - Measurable annual goals aligned to the student's identified needs;
    - Special education and related services, supplementary aids, accommodations, and program modifications;
    - Educational placement and least restrictive environment (LRE) considerations.
- All proposals and decisions discussed during the meeting are documented in the Prior Written Notice (PWN)section of the IEP.
- At the conclusion of the meeting, the parent/guardian or adult student is provided:
    - A copy of the completed IEP; and
    - A copy of the Parent and Child Rights in Special Education (Procedural Safeguards Notice) as required by NMPED.
- The Case Manager ensures that the IEP is implemented as written and that progress toward annual goals is monitored and reported to parents/guardians in accordance with reporting timelines.