

IEP PROCESS

All Special Education students are assigned a Case Manager by the Director of Special Education upon enrollment. LADE will request Special Ed records from the previous school and the register will check STARS for special education history. The Director of Special Education will complete a DATA sheet with needed information for STARS and the Matrix (spreadsheet).

The Matrix will be maintained by the school that includes all case manager assignments, IEP due Dates, re-evaluation due dates and other relevant information. The matrix will be accessible on the school network and is reviewed at all special education meetings.

The Case Manager is responsible for ensuring that the annual IEP is developed in a timely manner. For annual IEPs the Case Manager should ensure that the following process is completed:

- One month prior to the IEP due date, the Case Manager contacts the Parents/Guardians, adult students, and all other IEP team participants to arrange a date and time for the IEP. The invite to the IEP will be sent or given to the student and guardian.
- At least two weeks prior to the IEP, the Case Manager will complete the Student Profile and the Student/Family Vision portion of the upcoming IEP with input from the parents and student.
- One week before the IEP meeting, the Case Manager will develop present levels of performance statements for each area of need identified in the most recent evaluation. Case managers will include feedback from general education teachers that should be requested one to two weeks prior to the IEP. Ancillary will also develop present levels of performance statements.
- One week before the IEP meeting, If the student is 14 years or older, or will turn 14 during the IEP year, the Case Manager will use an age appropriate assessment tool and a parent interview to suggest measurable postsecondary goals.
- The IEP team will develop annual measurable goals and/or objectives during the IEP meeting that take into consideration the family and student vision, measurable postsecondary goals, and the student's present levels of performance in all identified areas of need.
- The IEP team will determine the services, settings, and accommodations necessary for the student to meet the annual goals/objectives.

- A record of all items proposed and discussed in the IEP meeting will be included in the IEP under the Prior Written Notice section.
- Parents/Guardians or adult students will be provided with a copy of the completed IEP and a copy of the Parent and Child Rights in Special Education Procedural Safeguards Notice (NM Public Education Department, Special Education Bureau) at the conclusion of the meeting.