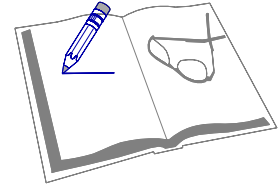




FOCUS ON Initial IEP Service Dates



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The purpose of this FOCUS is to clarify procedures for initial IEPs. In previous training sessions on Student Plans, you were told to always change the plan effective date, plan end date, and service dates to be consistent with the date parent permission was received. We are now asking you to use a different procedure when you receive parent permission before the effective date.

If you receive parent permission before the effective date, do not change the plan and service dates. We are asking you to make this change because we believe that the parent is giving permission for the IEP as it is written and because we want to eliminate the extra work involved in changing dates and sending the revised pages to the parents and the DAO. Begin providing services on the effective date - do not provide services before the effective date. Remember the plan effective date is 14 calendar days from when you send the IEP to the parent.

Should the parent insist that services start prior to the proposed effective date, you will need to do a new IEP (with a new effective date, end date, and service dates) along with a new Notice of District's Proposed Action or Denial.

If you receive parent permission after the effective date, please change the plan effective date, plan end date, service start dates and service end dates. Send an updated copy to the parent and Julie Gillen at the DAO. As noted above, begin providing services on the effective date.

If you have questions, please contact your Special Education Supervisor or Susan O'Connor Meyer at Ext. 1213.