IFSP/IEP Meeting Parent Notification Procedure

Information relating to the IFSP/IEP team meeting can be found in section D of the Special Education Handbook. Please file this information with Section D – IFSP/IEP and Placement Procedures of your Special Education Handbook.

It is important that you work collaboratively with the family to determine a mutually agreed upon date and time of the IFSP/IEP meeting. This includes a contact, either via phone, email or in person, to discuss scheduling the upcoming IFSP/IEP meeting.

After initial contact with the family to determine the date and time of the IFSP/IEP meeting, send the parent the Notice of IFSP/IEP Team Meeting – First Notification form and the Parents’ Rights in Special Education, Revised March 2012 via U.S. Mail.

The case manager is to make a follow-up phone call to confirm the date and time of the meeting. The case manager can also use email to communicate with the parent. However, using email does not replace the requirement to send the paper copy of the Notice of the IFSP/IEP Team Meeting form to the parent.

Document all contacts with the parent to schedule the meeting in the Parent Contact/Phone Log located at the bottom of the Notice of IFSP/IEP Team Meeting form.

Questions to Ask Before Generating a Notice and Consent for Evaluation Form

The ability to generate a Notice and Consent for Evaluation on Infinite Campus is only available to Special Education staff members. This is to ensure that appropriate procedures are followed before having a parent sign a Notice and Consent for Evaluation. Before generating a Notice and Consent for Evaluation, please ask the following questions:

1. Have two SAT meetings been held?
2. Are the SAT notes filled out in entirety on Infinite Campus?
3. Do the SAT notes include the interventions AND data?
4. If it is a parent request, has the Special Education Supervisor or Psychologist been contacted?

If you have any questions, please contact either your Special Education Supervisor or Psychologist before generating a Notice and Consent for Evaluation.

Please be sure to provide a copy of the signed Notice and Consent for Evaluation form to each individual who is going to be completing evaluations (speech, OT, PT etc.).