5 Steps of the IEP Process:

1. A referral for an assessment can be made by a parent, a teacher, etc. It should be made in writing.

2. After receiving a referral, the school district has 15 CALENDAR DAYS* to formulate an Assessment Plan and return it to the parent along with a copy of the parent’s rights and responsibilities. The school must have signed parental consent prior to assessing a child. Assessment must be performed by the appropriate professional; can include assessments by other professionals. Families should make sure that their children's needs are addressed.

3. After the Assessment Plan is signed and returned, the School District has 60 CALENDAR DAYS to complete the assessment, write a report, and hold an IEP meeting. Families can request a copy of the assessment one week prior to the IEP meeting.

4. IEP Meeting. The school must have parent input. Families may bring whomever they want. If requested, the school district must provide families with an interpreter. Families also may request a translated copy of the IEP in their native language. When families don't understand what is being said, they should ask for clarification. At the end of the meeting, families do not have to sign the IEP; they can take it home and think about it.

5. After the IEP is signed and returned, the School District has 2 TO 3 DAYS for implementation.
   - Placement: The school must have parent input and must provide appropriate placement based on the child’s needs. Families have the right to visit the classrooms prior to accepting a placement option.
   - Program Implementation: The school must provide services as written in the IEP.

Three-year evaluations are required; however, the parent may waive this requirement. Parents can request an evaluation if they feel it is necessary. Likewise, a parent may call an IEP at any time, and the school district must hold the IEP within 30 days of the parent’s request.

*Calendar Days include weekends and all holidays lasting less than five days. The only times that do not count toward the timeline are winter break, spring break and summer break.