

## WEB IEP PROCESS

*1 Month* prior to IEP anniversary date:

Notify related service providers and coordinate possible dates for the meeting.  
Begin drafting the web IEP with updated information.



*Not less than 10 days* prior to the meeting date:

Send Parental Notification Letter/Prior Written Notice to parent.  
Notify related service providers of the scheduled meeting.  
Complete the draft IEP.



Send 2<sup>nd</sup> Parental Notification Letter if no response from the initial letter has been received.



Conduct IEP meeting with parent and appropriate members of the IEP committee.



Enter any changes as noted on the signed copy of the IEP to the web IEP. The hard copy of the IEP should be an exact match to the web IEP.

***Do NOT click on the “Official/Signed” button. Leave the web IEP in “draft” status.***



*Not less than 1 week* prior to IEP anniversary date:

**Send the hard copy of the IEP to J. B. Lafargue.**



The IEP is reviewed by J. B. Lafargue staff.

The special education teacher will be notified of any problems which require correction.

Lafargue staff will make the document **official** and **submit to SER**.