At the beginning of each school year, each LEA must have an IEP in effect for each student for whom the district has FAPE responsibility.

**Contact Parent and Arrange a Mutually Agreeable Time and Place for the IEP Team Meeting**

**Send Notice – Invitation to IEP Team Meeting**

If evaluation or reevaluation, meeting must occur within 30 calendar days of eligibility determination

**IEP Team Meets to Develop IEP and Determine Placement**

**Send Placement Notice and Copy of Finalized IEP to Parent**

If initial IEP and placement, parental consent required before services can be provided

**Implement IEP and Placement**

Reasonable amount of time before IEP and placement implemented (LEA should consider amount of time mail takes to go through the processing and mail system)

**Periodically Review and Revise, as Appropriate**

At least annually, IEP team meets to review progress toward IEP goals, consider special factors, and determine placement. Revise IEP as appropriate, to address lack of expected progress toward annual goals and in general education curriculum; results of any reevaluation; information provided to, or by, parents; the child’s anticipated needs; or other matters.

**After annual IEP team meeting, parent and LEA may agree to revise the IEP without an IEP team meeting.**

If placement change is being considered, an IEP team meeting is required.

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May 2013