

THE INDIVIDUAL EDUCATION PROGRAM (IEP) CONFERENCE

The Notice of Eligibility/Individual Education Program Conference is used to notify all participants of the IEP Conference. The date, time and location of the conference along with the names and titles of all participants are listed. The LEA for each district **MUST** be contacted to discuss a time he/she is available to attend and **MUST** be present for the conference to be binding. A copy of the Procedural Safeguards for Children and Parents and the Parent Questionnaire should also be sent. This makes a total of 3 forms sent to the parent.

Students should be grouped for conferences by districts so the LEA can attend more than one conference per trip, if at all possible. The state mandates that two attempts **MUST** be made to invite the parent/guardian to the IEP conference. The LEA and teacher are mandatory components for the conference. The parent and other participants may choose to decline even after the second notice.

The first contact with the parent should be by telephone if at all possible to arrange a mutually agreed upon time. That telephone contact should be recorded in the appropriate blank at the bottom of the Notice Eligibility/Individual Education Program Conference Form. That date plus the date mutually agreed upon are the two mandatory dates recorded on the IEP.

The notice must be sent to all participants at least ten (10) days prior to the conference. The written notice to the LEA and parent must be sent by U.S. mail. Stamps are an approvable, reimbursable item if there is a receipt.

If the parent requests a change in the date, that should be documented on the Notice Eligibility/Individual Education Program Conference Form, a copy of this form should be sent to all Co-Op personnel and related service providers. These copies do not need to be sent by U.S. Mail. The coordinator for each class will file a copy of this notice in the cumulative student file. Regular education teachers involved with the student must be invited and encouraged to supply input. The student should be required to attend if he/she is a middle or high school student.

If a Related Service Provider or classroom teacher is unable to attend the IEP Conference, that person **MUST** submit information about the student, a draft of the present level of performance and appropriate goal(s) and objective(s) prior to the IEP Conference.

Although the parent, student, and others **MUST** be invited to the IEP Conference, certain participants are required to attend.

Participants:

I. For Initial IEP Conference

Required

- Local Education Agency (LEA) representative
- Regular Education Teacher(s) and Special Education Teacher qualified in the area of the child's disability.

Invited, but not required

- Person knowledgeable about evaluation procedures/results
- Related Service Provider
- Parent/guardian
- Regular Education Teacher(s) is appropriate
- Student when applicable

II. For Annual Revision, Amendment, or Interim IEP Conference

Required

- Local Education Agency (LEA) representative
- Special Education Teacher
- High School Student, if in attendance
- Regular Education Teachers

Invited, but not required

- Related Service Providers
- Parent/Guardian
- Elementary and Middle School Students
- Co-Op Coordinator

III. For Change in Placement IEP Conference

Required

- Local Education Agency (LEA) representative
- Special Education Teacher
- Regular Education Teacher

Invited, but not required

- Person knowledgeable about evaluation procedures/results
- Related Service Provider
- Parent/Guardian
- Co-Op Coordinator

IV. For Speech Only IEP Conference

Required

- Local Education Agency (LEA) representative
- Speech/Language Therapist
- Regular Education Teacher

Invited, but not required

- Parent/Guardian
- Student
- Co-Op Coordinator