

IEP

Step-by-Step Guide



GUIDE

- Send your school a written request for an IEP evaluation
- Schedule an IEP meeting
- Read about your school district's IEP process by asking for a copy of IDEA rights
- Gather assessments and other materials to support the IEP eligibility process
- Write down questions and concerns for the meeting
- Ask other caregivers or specialists to attend
- Begin writing the IEP with your school after approval

HELPFUL TIPS

- While some schools may push back on adding incontinence management to an IEP, that doesn't mean you shouldn't add it to your loved one's documents.
- After you've gotten your loved one evaluated for eligibility of an IEP, you should create and complete it within 30 days of the date of consent. IEP renewals or revisions should be conducted annually.
- Your loved one needs to meet 2 requirements to be eligible for an IEP: Have a diagnosis of at least 1 of the 13 disabilities listed on IDEA, and proof the disability affects their ability to function at school.