Indvidual Education Plan (IEP)/Individual Family Service Plan (IFSP)-Meeting

Policy
A meeting to develop an IEP/IFSP will be held for each child identified as having a disability and in need of Early Childhood Special Education services within 30 days of determination of eligibility.

Procedure:
1. All pertinent information, concerns, issues, and resources will be reviewed by team members and utilized to formulate decisions regarding long term goals, service needs, and provisions for the eligible child and family. Interpreters will be provided as needed.
2. The School District Case Manager will notify the Parent, Head Start Site Manager and the Head Start Disabilities Manager of the IEP/IFSP meeting.
3. The meeting should be scheduled in a setting and at a time convenient to family.
4. Exchange information between the family and other team members, including the Evaluation Report leading to development of long term goals for the child.
5. ECSE Staff will complete designated sections of the document which address present levels of performance, measurable annual goals, and short term objectives.
6. The service page will include the frequency, intensity, location, of service delivery, as well as any specific adaptations and accommodations.
7. Transition planning may be included in the discussion. A plan will be written any time that the team is aware of a significant upcoming transition. (see Disability Transition Policy/Procedure)
8. An IEP/IFSP will be reviewed annually, or at the parent request.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.20, 1304.21, 1304.51, 1308.19

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