

Re: Policy Guideline For Iep Draft Sent to Parent(s)

Date: 05/12/05

When the official notice for an Iep meeting is sent to the parent(s) of a child at least 10 days prior to the meeting the following guideline is to be used by all employees of the Cooperative.

- The case manager assigned to the students Iep meeting being requested will send the Iep draft to the student's parent(s) the same day as the notification of the meeting is sent.
- All other service providers involved in the students Iep will have completed all information necessary to make the Iep draft copy as comprehensive as possible no later than the date to be mailed.
- A good faith effort is to be made by all team members to provide the child's parent(s) a well thought out, comprehensive written document as a courtesy prior to the meeting.

To be highly discouraged are instances where Cooperative personnel

- Hand deliver goals and objectives to the meeting or
- Simply discuss goals and objectives at the meeting and indicate that they'll get them sent to the parent(s) at a later date.