Individualized Education Program (IEP)

An **IEP** is a written program developed by an Admissions and Release Committee (ARC)/IEP team designed to meet a student's unique educational needs.

The IEP was established by the Individuals with Disabilities Education Act (IDEA) to help ensure every child's access to a Free Appropriate Public Education.

A medical diagnosis doesn't automatically qualify a child. They must fall into one or more disability categories and have an evaluation to determine eligibility.

The child's disability must show an "adverse effect" that impedes progress where educational performance is significantly and consistently below the level of children of similar age. They must need specially designed instruction and related services.

An IEP addresses

- Present Levels of Performance (PLOP)
- Measurable annual goals
- Specially Designed Instruction
- How, when, and by whom services and supports will be provided
- How, when, and by whom progress will be monitored and measured
- Related Services and Accommodations
- Transition planning (age 14+)

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The Team

The IEP team will include the student, the parents or caregivers, family, teachers, and school staff. It might also include their therapist, an interpreter, other specialists, social workers, or other people who have knowledge of the child and can help the student meet their goals.

Students

- Students must be invited if discussing transition services

- Start involving students as young as possible to foster self-advocacy skills and prepare them for their future

Parents

- Before an evaluation can take place, parental consent to evaluate must be signed

- The parent must be invited and efforts taken to accommodate their participation in meetings.

Special Education is a program, not a place.

Kentucky - Special Parent Involvement Network

IDEA

Advocating for your Child

Youths and Adults

Webinars and Videos

Student Resources

Student Involvement

10 Ways to Involve Students in their IEP

Self-Advocacy Guide

Person-Centered Planning

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IEP step by step

1. Referral
Anyone (a parent, teacher, therapist, etc.) with knowledge of the child can refer the child in writing or verbally, although in writing is preferable.

[How to Get an Evaluation through School](#)

[Sample Letter requesting an evaluation](#)

2. Consent to Evaluate
Once parental consent to evaluate is signed, an evaluation is completed within 60 school days of signing.

3. Eligibility
A professional evaluates the student using data from various sources. Evaluation results are reviewed at an ARC meeting to determine eligibility.

Someone who can explain the results will be present. If they do not qualify and as parent you are not in agreement you have the right to request an Independent Education Evaluation (IEE). If they qualify and the parent agrees for the child to receive the IEP then the next step follows.

[Sample letter requesting an independent education evaluation](#)

4. ARC/IEP Meeting
The student's team produces a written program describing present level of performance, goals, objectives, specially designed instruction, related services, accommodations, etc.

5. Yearly Meeting
Each year, the team meets to review the student's progress and set new goals.

Meetings are held at least once a year and after any foster care placement changes, but you can request an ARC/IEP meeting at any time.

You should request detailed periodic reports on IEP progress including data and where they are with achieving annual goals.

6. Re-evaluation
Students are re-evaluated at least once every 3 years.

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The IEP Meeting

Before

- Ask for a draft of the Present Level of Performance, any evaluation and progress data and the draft IEP
- Write a list of current abilities, strengths, and areas of difficulty you see
- Have your child share what they feel are their current abilities, strengths, and areas of difficulty that you or your child can share at the meeting
- Write your own present levels of performance you see in each area covered in the IEP to share at the meeting.

During

- Be positive!
- Thank them, take opportunity to point out the good you see.
- Share what works for you and your child
- Give input on what your child is doing and can do now
- Concentrate on student strengths
- IEP needs to be specific on who, what and when services and supports are provided.
- Request detailed periodic reports on IEP progress include data and were they are currently at on achieving annual goals.
- The conference summary should be an accurate picture of what took place at the meeting, so review it before the meeting ending, request things be added that were discussed if they are not on there.
- Leave with a copy of the IEP

After

- Thank them, clarify anything you have questions about, check in on anything that is in the process following the meeting
- Stay in touch – keep an open line of communication
    - Share when things are going well with them, not just when there are issues
    - Monitor progress reports
    - You can request an ARC/IEP meeting at any time

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Resources

[IDEA](https://www.kyspin.com/parents/idea/)
https://www.kyspin.com/parents/idea/

[Advocating for your Child](https://www.kyspin.com/parents/advocating-for-your-child/)
https://www.kyspin.com/parents/advocating-for-your-child/

[Youths and Adults](https://www.kyspin.com/youth-and-adults/)
https://www.kyspin.com/youth-and-adults/

[Webinars and Videos](https://www.kyspin.com/video-webinars/)
https://www.kyspin.com/video-webinars/

[How to Get an Evaluation through School](https://www.kyspin.com)
https://www.kyspin.com/wp-content/uploads/2015/01/KY-SPINHow-to-get-eval-thru-schoolInfo-Sheet.pdf

[Sample Letter requesting an evaluation](https://www.parentcenterhub.org/evaluation-2/)
https://www.parentcenterhub.org/evaluation-2/

[Sample letter requesting an independent education evaluation](https://www.parentcenterhub.org/iee-3/)
https://www.parentcenterhub.org/iee-3/

[Wrightslaw](https://www.wrightslaw.com/)
https://www.wrightslaw.com/

KY-SPIN

KY-SPIN, Inc. (Kentucky Special Parent Involvement Network) is a statewide 501(c) 3 nonprofit organization.
The mission of KY-SPIN, Inc. is to link families and individuals with disabilities to valuable resources that will enable them to live productive, fulfilling lives.

https://www.kyspin.com/about/

Supporting Kentucky Youth (SKY)

[About SKY](https://www.aetnabetterhealth.com/kentucky/supporting-kentucky-youth.html)
https://www.aetnabetterhealth.com/kentucky/supporting-kentucky-youth.html

[Events](https://www.aetnabetterhealth.com/kentucky/news-events.html)
https://www.aetnabetterhealth.com/kentucky/news-events.html

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