

Special Education Individualized Education Plan (IEP) Placement Timeline

At the beginning of each school year, the local educational agency (LEA) or school district must have an IEP in effect for each student that they have Free Appropriate Public Education (FAPE) responsibility for.

At least annually, the IEP team must meet to review progress toward IEP goals, consider special factors, and determine placement. Because this happens each year, this review is often called the “annual IEP meeting.”

The first step in this process is the LEA contacts the parent(s) under special education law and arranges a mutually agreeable time and placement for the IEP team meeting.

Next, the LEA sends a notice and invitation to the IEP team meeting.

Then, the IEP team meets to develop the IEP and determine placement. If this IEP meeting is part of an evaluation or reevaluation, it must occur within 30 calendar days of the evaluation or reevaluation meeting.

After the IEP team meeting, the parent(s) are provided with notice of placement and a copy of the IEP before the IEP is implemented. The LEA must make sure there is a reasonable amount of time built into their process to allow the notice of placement and a copy of the IEP to reach the parent before it is implemented, including the amount of time mail takes to go through the processing and mail system.

If this is the student’s initial IEP and placement, the parent must consent before IEP services can be provided and placement can occur.

Then, IEP may be implemented and the placement may occur.

The IEP team may also revise the IEP at any time as appropriate, to address lack of expected progress towards annual goals and in general education curriculum; results of any reevaluation; information provided to, or by, parents; the student’s anticipated needs; or other matters.

After the “annual” IEP team meeting, parent(s) and LEA may agree to revise the IEP without an IEP team meeting. If placement change is being considered, an IEP team meeting is required.