

Frequently Asked Questions FAQ Sheet # 3e

Question: What are the important dates related to the IEP and which one is the annual date?

Answer: There are a number of important dates that are related to the IEP.

- A. IEP Meeting Date: *The meeting date is now considered the annual date of the IEP. If there have been multiple meetings, the first date is considered the annual date. The next year's IEP meeting must occur within one year of the prior year's IEP meeting.* This is the date or dates that the IEP meeting took place. If there are multiple meetings, the most recent meeting date is listed on the IEP and all meeting sign in sheets must be attached. The IEP will reflect the attendance at the last meeting (remember to record attendance following the meeting).
- B. IEP Sent Date: The IEP must be written and sent home within 10 school days of the last IEP meeting. On Student Plans (DPRS), this date is found on the Prior Written Notice form that accompanies the IEP. If there are circumstances that make this impossible, contact your special education supervisor.
- C. IEP Effective Date: If this is the first IEP for a student, it will not become effective until the parent signs permission. If the IEP is an annual IEP, the Parent/Guardian must be given at least 14 calendar days to respond. If the parent has not objected in writing within the 14 day time period, the IEP is implemented. This is the start date of the IEP and is reflected on the Notice.
- D. IEP Service Dates: Note that IEP service dates may be different than the IEP Effective Date. An example of this situation would be when the IEP meeting occurs at the end of the year. The IEP Effective date would be 14 days after the IEP was sent, but the service date may be the first day of the next school year, as long as the student is not going to ESY.

Example

The student has been on an IEP for the past two years. The IEP meeting occurred on May 3, 2012. The IEP meeting date is 5/3/2012. The IEP was written and sent home on May 17, 2012. The IEP Sent Date is 5/17/2012. The fourteenth calendar days for the form to be returned is 5/31/2012.