

**INDIVIDUALIZED EDUCATION PROGRAM****A. Purpose and Scope**

The Individualized Education Program (IEP) is a written document prepared by the Individualized Education Program Team to meet the unique needs of each student eligible for special education.

**B. General**

Individualized Education Program (IEP)

The IEP shall be a written document determined in a meeting of the IEP team. It shall include all data required by law. IEP development procedures shall be specified in the Procedural Handbook of the comprehensive local plan.

The IEP shall be based on appropriate assessment data and provide for services unique to each students' special needs.

**C. Forms and References**

IEP forms shall be utilized in accordance with the SELPA local plan and procedural handbook.

**D. Procedures**

The IEP team for any student shall include at least the following members: (Education Code 56341; 34 CFR 300.344).

- a. An administrator, program specialist or other specialist who is knowledgeable of program options appropriate for the student and qualified to provide or supervise the provision of special education.
- b. The student's present general education teacher. If the student does not presently have a general education teacher, or the teacher described above is not available, another regular classroom teacher qualified to teach at the student's age level shall attend.
- c. The student's special education teacher. If the student does not presently have a special education teacher, a special education teacher qualified to teach the student's age level shall attend.

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- d. One or both of the student's parents/guardians and/or a representative chosen by the parent/guardian pursuant to the Code of Federal Regulations, Title 34, Part 300.345.

When appropriate, the IEP team also shall include: (Education Code 56341;34 CFR 300.344).

- e. The student with disability.
- f. Other individuals at the discretion of the parent/guardian, district, SELPA or county office of education.
- g. For a student who has been evaluated for the purpose of developing, reviewing or revising the IEP, a member of the evaluation team shall be present, or at least one of the persons present shall be knowledgeable about the evaluation (assessment) procedures, familiar with the results of the student's previous assessment, if any, and qualified to interpret the results of the assessment which are significant to development of the student's IEP. (Education Code 56341;34 CFR 300.344).
- h. For students with suspected learning disabilities, at least one member of the IEP team shall be a person other than the student's regular teacher who has observed the student's educational performance in an appropriate setting. If the child is younger than five years or not enrolled in school, a team member shall observe the child in an appropriate environment. (Education Code 56341).
- i. A representative who speaks the parent's dominant language.

At each IEP meeting the administrator/designee, shall provide the parent/guardian with the notice of parental rights as required by state and federal law. Parents shall be informed of federal and state procedural safeguards included in the notice of parental rights.

**E. Reports Required**

A copy of all Individual Education Program (IEP) forms shall be kept in the student's confidential file in the office of special education. A copy of the IEP shall be given to the student's parent and special education specialists who work with the student, and shall be

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kept in the student's cumulative file at each school site for the general education teacher to review.

**F. Record Retention**

All IEP's shall be kept in the cumulative and confidential file until the student transfers into another district, or until the student graduates or turns age twenty two. After the student's twenty second birthday, IEP records will be maintained as required by law.

**G. Responsible Administrative Unit**

Educational Resources  
Special Education  
Site Principals  
School Psychologists

**H. Approved by Administrative Unit**

Assistant Superintendent of Education Resources