



# If/Then Scenarios For IEP Compliance

AN ACTION PLAN FOR LEAs TO ADDRESS COMMON IEP COMPLIANCE CHALLENGES



When looking at potential causes for chronically overdue IEPs, LEAs that have gone through a Root Cause Analysis (RCA) have shared some common struggles in their processes. This document takes some of the most common bottlenecks and gives suggestions to help your LEA move through challenges.

**IF...** If you are struggling with parents unable to attend...

**THEN...**



### Then investigate possible reasons why.

- Review policies
  - How far in advance are schools scheduling IEPs?
  - Are there flexible meeting times and participation options available to parents?"
  - Are reminder notices provided?
- Interview parents
  - Sample questions:
    - How well do you know what an IEP is?
    - Do you know why your student has an IEP?
    - How comfortable do you feel in an IEP meeting?
    - How easy is it for you to attend your student's IEP?
    - What is your preferred mode of communication?
    - What would make the IEP process easier for you?
    - What could we do to make it easier for you to participate in your student's IEP each year?

**IF...** If you struggle to hold IEPs on time...

**THEN...**

### Then investigate possible reasons why.

- How do IEPs get scheduled?
  - How does the site communicate with families?
  - How are family preferences accommodated?
  - How are non-English speaking families accommodated?

CONTINUED ON NEXT PAGE...



**IF...**

If you are struggling with Staff Affirming/Locking/fnalizing IEPs...

**THEN...**

**Then investigate possible reasons why.**

- Review procedures
  - Who in your LEA is responsible for affirming IEPs?
  - Do you have expectations when IEPs are affirmed?
    - How is that communicated?
    - How often are reminders going out to staff?
  - Are all necessary staff trained and routinely informed on updates? Is additional support needed?
  - Do staff need a checklist to support all fields are error-free before affirming IEPs?



**IF...**

If you have unsigned IEP...

**THEN...**

**Then investigate possible reasons why.**

- Review policies
  - Is it clear who is responsible to obtain parental consent?
  - Does a follow up IEP meeting need to be convened to address remaining parent concerns?
- Do staff understand how to track unsigned IEPs within the IEP data system?

**IF...**

If you are struggling with the scheduling of required LEA IEP team members...

**THEN...**

**Then investigate possible reasons why.**

- Review procedures
  - Is there a shared calendar used for planning to ensure availability of all required LEA IEP team members?
  - Are calendar invitations provided to all IEP team members?
  - Has guidance been provided to case managers regarding the Excusal process?
  - Is there a plan for coverage if meetings are scheduled during IEP team members' instructional time?

