



# IEP Compliance Monitoring

Across California, there are four common themes that have been identified when Individualized Education Program (IEP) meetings are overdue due to data reporting. LEAs may consider the strategies below to assist in accurate reporting of timely IEPs.

Complete IEP Transactions



1.

## IEPs HELD, BUT NOT AFFIRMED\*

Monitor IEPs that have been held but not affirmed. Explore local practices regarding the affirming process.

Upload IEP Transactions



2.

## IEPs NOT UPLOADED TO CALPADS

Upload transactions to CALPADS regularly. Develop a regular schedule of uploads even if there are only a few transactions.

Ensure Correct IEP Dates



3.

## IEPs HAD WRONG DATE

As some IEP systems use the "next" date to trigger warnings for upcoming meetings, it is important that these are accurately calculated.

Review Records



4.

## TRANSFERRED STUDENTS

When students move into an LEA, be sure to review if the previous IEP dates to ensure they are correct in the IEP system, and determine if any delay codes may be appropriate.

\* Also known as Finalized, Attested, Completed, Reported, Locked

*There are multiple factors that result in IEPs not being reported as timely. This resource focuses on root causes based on data reporting.*

