



STANDARD POLICIES AND PROCEDURES

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| <p>POLICY NAME TRACKING PROCESS FOR IEPs AND EVALUATIONS</p> | <p>Section: E Policy Number: 5 Effective Date: 2/20/2020 Review Date:</p> |
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Students and families are asked during registration if they have received special education services. Educational records are requested on all incoming special education students. Upon receipt of the student's records, their IEP is evaluated to see if it is current and whether the IEP can be implemented. For out of date IEP's or Evaluations, they are scheduled within 45 calendar days.

All students receiving special education services are assigned a case manager by the head of special education. The case manager is responsible for ensuring that the IEP is implemented and for developing the annual IEP as indicated with the IEP team. The case manager also facilitates the process of re-evaluation as needed.

A spreadsheet called "the matrix" is maintained by the head of special education and includes all case manager assignments, IEP due dates, re-evaluation due dates and other relevant information. The matrix is accessible on the school network and is reviewed at all special education meetings.