



Individualized Education Program

An IEP is a formalized, legal plan that ...

identifies a student's educational needs and sets goals for meeting those needs. Specific educational settings and/or support services in the least restrictive environment (LRE) are discussed and determined by the IEP team members.

Key Components of an IEP:

1. **Confirming the student's background information including age, grade, address, and school of residence**
2. **Determining whether the student meets eligibility requirements for special education, as determined by assessment and educational code**
3. **Establishing the student's Present Levels of Performance**
4. **Generating goals in areas of educational need**
5. **Determining special education settings and/or supports to meet the goals**
6. **Determining modifications and/or accommodations necessary to support the student's progress**
7. **Generating Team Meeting Notes to summarize the IEP meeting**



Special Education Department

Mission

Our Special Education Staff is committed to providing specialized academic and behavioral supports & services to students with exceptional needs in order to fully engage them in high quality learning environments that challenge and prepare them to be well-rounded, active members of a global society.

Our Special Education Staff has identified four key commitments that will ensure this mission is fulfilled:

1. **Responsiveness** – timely communication with students, parents, and staff
2. **Guidance** – program implementation in accordance with federal and state laws
3. **Support** – to create stimulating learning environments
4. **Resolution** – to ensure a free and appropriate public education for all students



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For additional resources, visit
www.nccse.org

Individualized Education Program



Vista Unified School District IEP Process and Procedures



A Quick Reference
Guide for
Parents, Teachers,
and Administrators



IEP Meeting Procedures

~ A legal and effective Individualized Education Program requires careful planning on the part of all team members.

~ The case manager is responsible to coordinate and schedule the IEP meeting within timeline and send home a Notice of Meeting to the parent/guardian for signature.

~ If the upcoming meeting is an initial or triennial IEP, the evaluation plan, along with Parent Procedural Safeguards, must be provided to the parent/guardian for review and permission to assess.

~ Team members are required to analyze student data and recent assessment information in order to update progress on previous goals, generate Present Levels of Performance, and determine baseline information for new goals.

~ Team members may generate a DRAFT IEP document on which to review, collaborate, and build upon during the IEP meeting.

~ Once the IEP document is completed & approved, team members will sign & date for participation and agreement. The case manager will provide a copy to the parent/guardian and forward the original, signed document to the district office.

IEP Meeting Process

~Individualized Education Program (IEP) meetings occur for a variety of reasons including initial IEPs, annual IEPs, triennial IEPs (typically every 3 years) and transition IEPs. Assessment is required at initial and triennial IEP meetings, to determine whether a student is eligible for special education services. The student must meet eligibility criteria in one or more of 14 disability categories, as outlined by educational code.

~The IEP team consists of the parent/ guardian, school district administrator, special education teacher, and general education teacher. Other team members include providers listed on the Services page of the IEP document. When assessments have been completed, team members who completed those assessments, such as a school psychologist, will also participate.

~The IEP team reviews progress toward previous goals, discusses the student's Present Levels of Performance based upon data & assessment, generates goals in areas of educational need, and determines the educational setting, services, and supports necessary for that student's educational progress. Following the IEP meeting, the parent or legal guardian may choose to sign agreement immediately, or take a copy of the IEP paperwork home for review.

The Vista Unified School District is committed to meeting each student's individual, educational needs as it offers a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE).

