



Frederick County Public Schools  
Standard Operating Procedure

### Standard Operating Procedures

#### Individual Education Plan (IEP) Service Dates and Closing the Online IEP

Per the Individuals with Disabilities Education Act (IDEA) a duly constituted IEP team must meet at least annually to update and/or review and revise a student's IEP. Start and end dates are indicated on the IEP for supplementary aids and services, IEP goals, services and related services. The IEP **must be** closed in order to be active for service provision to the student.

##### IEP Start Date:

The start dates on supplementary aids and services, services and related services should be the day after the parents receive Prior Written Notice (PWN) unless otherwise determined by the IEP team.

- *This could be the day after the IEP team meeting, if the parent attended and received PWN.*
- *This could be the day after the 5<sup>th</sup> business day, when the parents receive PWN if they did not attend the meeting.*

##### IEP End Date:

The end date on supplementary aids and services, services and related services, and IEP goals should be the day before the annual cycle of the IEP ends.

- *For example, the annual date was 3/4/17, the end date of the IEP service dates will be 3/3/18); unless otherwise determined by the duly constituted IEP team.*

##### Closing an IEP in the OIEP system:

- a. The IEP must be closed in the OIEP system following an annual review, amendment (with or without a meeting), a reevaluation or progress review.
- b. Services from a reviewed or revised IEP are implemented once the parent receives PWN.
- c. FCPS practice advises case managers to close IEPs no later than 48 hours after parents have received PWN.
- d. Parents should receive draft IEP, IEP team meeting notes with PWN, and other related information **no later than 5 business days after the IEP team meeting.**
- e. Although the providers may be providing service, **an IEP that is not closed following an IEP meeting could be construed as a denial of free and appropriate public education to a student.**

##### Closing an IEP when or after the Model Parent Consent Form is completed in the OIEP system:

Written parental consent is required via a Model Consent Form for these IEP recommendations:

1. Alternative program
2. Alternative assessment
3. Restraint and/or seclusion

- a. The OIEP will not let you close the IEP until you enter the date for consent for the three above decisions.
- b. MD law allows 15 days from the date of the IEP meeting for the parent to return consent or revocation of consent. If the parent does not return the Model Consent Form within 15 days, the IEP recommendations stand.
  - If the parent takes the consent home to consider, **staff should close the IEP with the date of the meeting as a consent.**
  - If the Model Consent Form is received within 15 days from the meeting and the parent consents, **enter the date of consent the parent signs.** The OIEP system allows you to change the consent date after the IEP has been closed one time.
  - If the Model Consent Form is received within 15 days from the meeting and the parent revokes consent, **make an amendment to the IEP, remove the IEP information that was not consented to and close the amended IEP using the date of the signature on the Model Consent Form.**
  - If the parent returns the Model Consent Form after the 15-day window and they revoke consent, **the IEP team should reconvene to address the parent's concerns and reconsider the recommendation. Revocations of consent received after the 15-day window do not stand and the IEP remains the same until the IEP team reconvenes to reconsider.**

*\*Note: The start dates and end dates may not be exactly 1 year apart dependent upon when the PWN goes to parents and when the projected IEP annual date is scheduled.*

Please consult your school's Supervisor, Special Education Instructional Coordinator or Teacher Specialist with questions.