Module Home

**Outline­**

**IEPs**:

How Administrators Can Support the Development and Implementation of High-Quality IEPs

* Module Description: Specifically designed with school administrators in mind, this module offers guidance on how to support and facilitate the development and implementation of high-quality IEPs, including the monitoring of student progress (est. completion time: 2 hours).
* Link: IEPs: Developing High-Quality Individualized Education Programs [IRIS Module]

Challenge

* Video: A few months into her new role as principal of…

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Initial Thoughts

* What is the school administrator’s role in overseeing the IEP process?
* How can school administrators support the implementation of high-quality IEPs?

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Perspectives & Resources

* Module Objectives
* Understand the legal implications regarding the education of students with disabilities
* Understand the administrator’s role in overseeing the IEP process for students with disabilities
* Understand the key procedural and substantive requirements of developing and implementing a high-quality IEP
* Describe the actions that a school administrator should ensure happens prior to and during an IEP meeting
* Discuss the actions that an administrator should take to ensure services and supports outlined in the IEP are implemented with fidelity
* Explain the importance of documenting a student’s progress toward meeting his IEP goals and reporting that progress to parents

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* Page 1: The IEP Process
* Effective school administrators are those who articulate a vision that…
* Link: special education [definition]
* For Your Information
	+ Link: Individuals with Disabilities Education Act (IDEA) [definition]
	+ Link: free appropriate public education (FAPE)
* Link: eligible disability [definition]
* Step/Description [table]
	+ Link: informed consent [definition]
	+ Link: IEP Team Members [IRIS Handout]
* Examples include… [bullet points]
	+ Link: Center for Parent Information & Resources (CPIR) [website]
* These procedures and practices should address items… [bullet points]
* Audio: David Bateman explains that administrators often delegate…
* Link: IEPs: Developing High-Quality Individualized Education Programs [IRIS Module]

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* Page 2: Legal Implications for Special Education
* As we discussed on the previous page, effective school…
* For Your Information
* Hendrick Hudson Central School District Board of… [drop-down menu]
	+ Link: due process hearing [definition]
	+ For Your Information
		- Link: substantive standard [definition]
* Endrew F. v. Douglas County School District (2017) [drop-down menu]
* Type/Description [table]
* To effectively do so, they should… [bullet points]
* Audio: David Bateman discusses how *Endrew* has impacted the…
* Requirements Guidelines

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* Page 3: Planning for the IEP Meeting
* School administrators with a thorough understanding of the IEP process…
* Procedural Requirements Guidelines
* Determine Student Eligibility
	+ Timeframe/Parent Involvement [table]
	+ For Your Information
		- Link: National Center on Intensive Intervention [website]
		- Link: Preparing for the Meeting Guidance Document [PDF]
		- Link: Student Summary Form [Word doc]
* Assemble an Appropriate IEP Team
	+ Link: multidisciplinary team [definition]
	+ Link: IEP Team Members [IRIS Handout]
	+ Her expertise and input are needed for discussion… [bullet points]
* Review Student Information
	+ To facilitate the active participation of each of its… [bullet points]
	+ Further, to help determine who should attend the… [bullet points]
	+ For Your Information
* Schedule the Meeting
	+ Legislation and Litigation
	+ This notice must also include the following… [bullet points]
	+ Scheduling Logistics
	+ Audio: Breanne Venios explains how her school addresses…
	+ Audio: David Bateman emphasizes the importance of…
	+ For Your Information

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* Page 4: During the Meeting
* The purpose of an IEP meeting is for the IEP team to work…
* During the IEP meeting, the school administrator should… [bullet points]
* Fully Engage in the Discussion
	+ Procedural Requirements Guidelines
	+ Link: IEP Team Members [IRIS Handout]
	+ Creating a welcoming environment… [bullet points]
	+ Example
	+ Encourage parents to share… [bullet points]
	+ Monitor meeting productivity… [bullet points]
	+ For Your Information
* Discuss and Plan All the IEP Components
	+ Create structure for the meeting… [bullet points]
	+ Establish shared understandings… [bullet points]
	+ Guide the IEP development… [bullet points]
	+ IEP Component/Content [table]
		- Substantive Requirements Guideline
		- Substantive Requirements Guideline
		- Link: peer-reviewed research [definition]
		- Link: least restrictive environment (LRE) [definition]
		- Link: LRE Information Brief [PDF]
		- Substantive Requirements Guideline
		- Substantive Requirements Guideline
	+ As they go about doing so, particularly regarding… [bullet points]
	+ Link: LRE Information Brief [PDF]
	+ For Your Information
	+ Link: IEPs: Developing High-Quality Individualized Education Programs [IRIS Module]
	+ Audio: David Bateman offers administrators tips for engaging…
	+ Audio: Breanne Venios describes a typical IEP meeting at…
	+ For Your Information
	+ To adhere to additional legal requirements, at the… [bullet points]
		- Link: Quick Guide to Parent Rights and… [PDF]
	+ For Your Information
		- Link: National Center on Intensive Intervention [website]
		- Link: Center for Appropriate Dispute… [web page]
		- Link: Intensive Intervention Meeting Agenda [Word doc]
		- Link: Intensive Intervention Meeting Facilitator’s Guide [PDF]
		- Link: Sample IEP Meeting Agenda [PDF]
		- Link: Model Introduction Checklist [PDF]

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* Page 5: Implementing the IEP
* The purpose of the implementation stage of the IEP process…
* To ensure that these services and supports are… [bullet points]
	+ Link: fidelity [definition]
* Procedural Requirements Guidelines
* Legislation and Litigation
* Engage Parents
	+ For parents to be meaningfully involved… [bullet points]
	+ Tip
		- Audio: Breanne Venios describes how her school…
* Support School Personnel
	+ To guarantee there is no delay, the school… [bullet points]
		- Link: IEP Implementation: School Personnel… [Word doc]
	+ For Your Information
	+ Monitoring PD Needs and Providing Training [drop-down menu]
		- Did You Know?
		- IEPs/Instruction/Behavior [table]
		- Research Shows
		- For Your Information
		- Audio: Tamara McLean, a special educator, describes…
		- Link: Evidence-Based Practices (Part 2): Implementing a Practice or Program with Fidelity (page 2) [IRIS Module]
		- Link: The Fidelity of Implementation: Selecting and Implementing Evidence-Based Practices and Programs (pages 6, 7, and 8) [IRIS Module]
	+ Creating Structures and Opportunities for… [drop-down menu]
		- Whether in pairs, small groups, or large… [bullet points]
		- Collaboration
		- Research Shows
		- Audio: Breanne Venios on access to IEPs.
		- Audio: Breanne Venios on professional development.
		- Audio: Breanne Venios on collaborating.
		- For Your Information
			* Link: IEP Process: Common Errors [IRIS Information Brief]

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* Page 6: Monitoring IEP Fidelity and Student Progress
* As we covered on a previous page, to ensure the…
* Link: fidelity of IEP implementation [definition]
* Procedural Requirements Guidelines/Substantive Requirements…
* Collect Data on Fidelity of Implementation
	+ IEP implementation guidelines [table]
		- Link: Example checklist [PDF]
	+ Audio: David Bateman discusses the importance of monitoring…
	+ Audio: Breanne Venios describes the processes that her school…
* Collect Data on Student Progress
	+ Link: Monitoring Student Progress Toward Meeting IEP Goals [IRIS Information Brief]
	+ For Your Information
	+ This is an opportunity for the school administrator… [bullet points]
	+ Audio: David Bateman discusses one efficient method to meet…
	+ Audio: Breanne Venios shares how her school monitors students’…
	+ Additionally, an IEP meeting might be scheduled to… [bullet points]
	+ Did You Know?
* Evaluate the Relation between Student Progress and Fidelity
	+ When the IEP is implemented with fidelity… [bullet points]
	+ On the other hand, if implementation fidelity is low… [bullet points]
	+ Keep in Mind

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* Page 7: Promoting Student Success
* In addition to adhering to the IEP legal requirements of… [bullet points]
* To support this shared responsibility and success of… [bullet points]
* Schoolwide Academic and Behavioral Frameworks
	+ Link: multi-tiered system of supports (MTSS) [definition]
	+ Link: response to intervention (RTI) [definition]
	+ Link: Positive Behavioral Intervention and Supports [definition]
	+ Did You Know?
	+ Response to Intervention (RTI) [drop-down menu]
		- For Your Information
			* Link: OSEP Memo 11-07 [web page]
			* Link: RTI (Part 1): An Overview [IRIS Module]
			* Link: RTI: Considerations for School Leaders [IRIS Module]
		- For Your Information
			* Link: Intensive Intervention (Part 1): Using Data-Based Individualization to Intensify Instruction [IRIS Module]
			* Link: Intensive Intervention (Part 2): Collecting and Analyzing Data for Data-Based Individualization [IRIS Module]
			* Link: National Center on Intensive… [website]
	+ Positive Behavioral Interventions and Supports [drop-down menu]
		- For Your Information
			* Link: PBIS [website]
	+ Audio: David Bateman discusses the benefits of multi-tiered…
	+ Strong Parent-School Relationships
		- Encourage families’ involvement [drop-down menu]
		- Respect families [drop-down menu]
			* For Your Information
		- Acknowledge families’ strengths [drop-down menu]
			* For You Information
		- For Your Information
			* Link: Professional Standards for Educational… [PDF]
			* Link: PSEL 2015 and Promoting Principal… [PDF]

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* Page 8: References & Additional Resources
* Suggested module citation
* References
* Additional Resources
* Page 9: Credits
* Content Contributor
* Module Developers
* Module Production Team
* Media

Wrap Up

* Summary of the module
* Type/Description [table]
* Preparing for an IEP Meeting/During the IEP Meeting/After the… [table]
* Audio: David Bateman summarizes the role of the school administrator…
* Audio: Breanne Venios summarizes the role of the school administrator…
* Revisit your Initial Thoughts responses

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Assessment

* Take some time now to answer the following questions.

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You Have Completed This Module

* Give Us Your Feedback
	+ Link: Module Feedback Form
* Professional Development Hours
	+ Link: IRIS PD Options
* Related Resources [link]