

# Standard Operating Procedure (SOP)

## Individualized Education Plan (IEP) Development and Implementation

This SOP defines the process for **Individualized Education Plan (IEP) development and implementation**, including assessment procedures, goal setting, team collaboration, plan documentation, progress monitoring, and periodic review. Its purpose is to ensure tailored educational strategies meet each student's unique needs, promote academic success, and support inclusive learning environments effectively.

### 1. Scope

This SOP applies to all educators, specialists, administrators, and support staff involved in the development, documentation, and implementation of IEPs within the organization.

### 2. Roles and Responsibilities

Role	Responsibilities
IEP Team Leader	Facilitate meetings, ensure process adherence, coordinate documentation
General & Special Education Teachers	Provide input on student performance, implement IEP strategies, monitor progress
School Psychologist/Evaluator	Conduct assessments and interpret results
Related Service Providers	Provide specialized support/services (e.g., speech, occupational therapy)
Parents/Guardians	Participate in the development and review of the IEP
Student	Participate where appropriate, especially in transition planning
Administrator	Ensure resources, support compliance, approve IEPs

### 3. Procedure

#### 1. Referral and Initial Assessment

- Initiate referral based on teacher/parent concerns or performance data.
- Obtain parental consent for evaluation.
- Conduct assessments (cognitive, academic, behavioral, etc.).
- Collect and review relevant records and observations.

#### 2. IEP Team Formation and Meeting Scheduling

- Identify required team members.
- Schedule IEP meeting within mandated timeline.
- Notify all participants, including parents/guardians, in advance.

#### 3. IEP Meeting and Development

- Review assessment data and current student performance.
- Establish present levels of academic achievement and functional performance.
- Collaboratively develop measurable annual goals and objectives.
- Identify required accommodations, modifications, and support services.
- Determine educational placement and participation in general education settings.
- Document methods and schedules for progress monitoring.

#### 4. IEP Documentation

- Complete IEP forms inclusive of all mandated components.
- Ensure signatures from required participants indicating involvement/consent.
- Distribute copies to team members and parents/guardians.
- Maintain IEP records in accordance with policy and confidentiality regulations.

#### 5. IEP Implementation

- Communicate IEP strategies and accommodations to all relevant staff.
- Deliver services, supports, and interventions as specified in the IEP.
- Provide resources and training as needed for implementation.

#### 6. Progress Monitoring and Reporting

- Regularly collect data on student performance toward IEP goals.
- Update parents/guardians as per established intervals (e.g., quarterly progress reports).

- Adjust strategies and interventions based on data as needed.

#### **7. Annual Review and Re-evaluation**

- Conduct annual IEP review to update goals, supports, and services.
- Re-evaluate eligibility and update assessments at least every three years or as needed.
- Document changes and obtain appropriate consents/signatures.

### **4. Documentation and Record Keeping**

- All IEPs and related forms must be stored securely, in accordance with legal and organizational requirements.
- Confidentiality of student information must be strictly maintained.

### **5. Compliance and Review**

- Periodic internal audits will ensure compliance with this SOP and relevant regulations (e.g., IDEA).
- This SOP will be reviewed annually and updated as necessary.

### **6. References**

- Individuals with Disabilities Education Act (IDEA)
- State and local education agency policies on IEPs
- Organizational policy manuals