

## Due Dates

### TIP/Caseload

- All service providers must update a list of their caseload and corrected TIP pages to the Special Education Director no later than **Sept. 2**. This information is necessary to complete the September 20 report to the State.
- **Within 1 week** of having knowledge of any changes in services or personal information, the TIP page should be corrected, a copy made with the changes highlighted and sent to the Director. If services are discontinued by a service provider, **DO NOT** remove that service provider's name. Instead, indicate the appropriate end date for that service provider.
- Codes for "entering" (E) or "new referral" (N) should be changed to "continuing" (C) if the child was served by the LEA in the previous school year. If the child was evaluated and determined to need services, but services were not to begin until August of the following school year, the code should remain the same for "new referral" (N).

### IEPs

- An updated copy of all IEP paperwork should be sent to the parents within **one week** of the meeting.
- All necessary IEP paperwork needs to be submitted to the Director no later than **10 days** after the meeting.
- All IEPs due prior to the end of the December Winter Break must be completed and all necessary paperwork turned into the COOP Director **prior to Dec. 19**.
- All IEPs due prior to the end of the school year must be completed and all necessary paperwork turned into the Coop Director prior to May 15<sup>th</sup>.
- All IEP's due from the start of the next school year to August 25<sup>th</sup> are strongly encouraged for completion during May of the present school year.

## Progress Reports

- **Progress reports are due by 1:00p.m. on the specified dates provided at the beginning of the year.** If an IEP meeting is completed 2 weeks or less prior to the IEP update due date, a progress report is to be filled out on the former IEP that had seven weeks of instruction. Notification must be reported to MIS clerk so the right update will be sent to the parent.

## ESY

- ESY determinations must be discussed with the Director, prior to team decision. Additional required information is due upon summer checkout. See the ESY section for specific information on required information. A written statement of documented recession is required. Evidence of regression must be a part of IEP meeting discussion to be reviewed by the team. If the school is making the ESY recommendation, you must discuss prior to meeting with the Director.