

Montpelier Roxbury Public Schools

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Our schools are caring, creative, and equitable communities that empower all children to build on their talents and passions to grow into engaged citizens and life-long learners.

Annual IEP meetings

It is the practice of the Montpelier Roxbury Public Schools to gather team members for an annual IEP meeting to discuss findings and review evaluative outcomes. Our practice does not include the development of a draft IEP prior to an annual IEP meeting. This aligns with guidance from the U.S. Department of Education in reference to IDEA 2004 regulations:

With respect to a draft IEP, we encourage public agency staff to come to an IEP Team meeting prepared to discuss evaluation findings and preliminary recommendations. Likewise, parents have the right to bring questions, concerns, and preliminary recommendations to the IEP Team meeting as part of a full discussion of the child's needs and the services to be provided to meet those needs. We do not encourage public agencies to prepare a draft IEP prior to the IEP Team meeting, particularly if doing so would inhibit a full discussion of the child's needs. However, if a public agency develops a draft IEP prior to the IEP Team meeting, the agency should make it clear to the parents at the outset of the meeting that the services proposed by the agency are preliminary recommendations for review and discussion with the parents. The public agency also should provide the parents with a copy of its draft proposals, if the agency has developed them, prior to the IEP Team meeting so as to give the parents an opportunity to review the recommendations of the public agency prior to the IEP Team meeting, and be better able to engage in a full discussion of the proposals for the IEP. It is not permissible for an agency to have the final IEP completed before an IEP Team meeting begins.

Prior to an IEP meeting, caregivers should expect to receive the following:

- Meeting notice
- Copy of Parent Rights/Procedural safeguards
- Copy of the current IEP
- [Agenda](#)

MRPS recognizes that there are some caregivers who would prefer to have a written draft available at a meeting as a starting point for the team conversation. If a caregiver has this preference, it is requested that they make the appropriate case manager aware of this via email at least 14 calendar days prior to the scheduled meeting. Caregivers will receive the draft at least 48 hours in advance of the meeting. In these cases, a draft IEP will include present levels, suggested goals, and suggested accommodations.

Following an IEP meeting, caregivers should expect to receive the following:

- Copy of a new IEP based on decisions made at the meeting
- Prior Written Notice that identifies a date that the new IEP will be in effect
- Parent input form that provides an opportunity for feedback about the process and for information that was not shared at the IEP meeting to be shared with the case manager. (If needed, based on this additional information, another IEP meeting may need to be scheduled to amend the new IEP.)
- Meeting minutes
- If it is an initial IEP, Consent for Initial Provision of Special Education Services form. (This form must be signed and returned before services can commence).

Updated: 1/18/23