



IEP Submission Process (Updated 5/26/26)

Primary Providers (For Annual IEPs):

- ☐ After the IEP meeting, update all sections in WebKIDSS that were discussed or changed in the IEP meeting. Also please update the Anticipated Services Chart (duplicate service lines for next year).
- ☐ If we do have electronic consent on file send all items to the LEDM via Adobe Sign to get signatures from LEDM(s). You will upload the signed documents into Images/Filed IEP Documents when received back signed.
- ☐ If we do NOT have electronic consent on file. Send all documents to the LEDM for signatures. When the documents are returned, scan or save **all pages** of the IEP forms listed below to a **single pdf document** on your computer: **You only need to upload documents that have a signature, however, you DO need to upload the whole document and not just the page with the signature.**
 - Notice of Meeting (if less than 10 day notice consent to waive 10 day notice box should be checked; if not signed make sure that 2 attempts by 2 methods are documented)
 - Prior Written Notice and Consent (only if signature is required)
 - Annual Notice of Authorized Student Data Disclosures (if needed)
 - Medicaid Parent Release of Information (only needed if signed by parent)
 - Meeting Notes
 - Please see the **IEP Packet Upload handout** for PDF naming instructions
- ☐ Go to the WebKIDSS “Images/Filed IEP Documents” page, click “Upload New Image,” name the item in the comment section, choose file, attach the file to be uploaded, select “Detail Record This Image File is Related to” if applicable, and click upload file (Review that the document uploaded is for the correct student)
- ☐ Use the SUBMIT button on the Demographics screen to submit IEP to AVSEC Office

SLPs (For Speech-Only IEPs):

- ☐ Follow procedures for primary providers as described above **OR**
- ☐ Upload all documents in WebKIDSS and then SUBMIT IEP.

School Psychologists (For Initial Evaluations and Reevaluations):

- ☐ Continue to upload IEP documents in WebKIDSS.
- ☐ Communicate with primary providers whether all documents have been uploaded or if there are any documents that providers need to upload to WebKIDSS themselves..
- ☐ All documents will be reviewed by the AVSEC office after the IEP has been submitted by the primary provider.

Important Reminders:

- If parents don't show for the IEP meeting you can move forward with the meeting **IF** you have given at least 10 days notice and made at least 2 attempts by 2 different methods **(Document all attempts!)** **Parents must be given the Meeting Notice form (mail, email, hand-delivered) as 1 of the attempts!**
- If parents don't respond when given the Prior Written Notice and Consent form for changes requiring consent we can move forward with the changes if we've made at least 3 attempts by 2 different methods **(Document all attempts!).** This does not apply to initial placement and services - we must receive consent for this.
- The IEP signature page does not need to be printed and signed. Use the drop down boxes in WebKIDSS to indicate who participated and how they participated. **(Please do this for amendments too!)**
- All documents need to be in PDF format. Make sure that all pages of each document are included, the pages are scanned upright, remove all post-its, and **no pictures or screenshots please.**)