

# Initial Special Education Evaluation & IEP Local Procedures Lapeer Community Schools

Date Established/Revised: May 2018

District Initial Evaluation Coordinator: Jennifer Tindall Title: Director for Special Education

## The District Coordinator has the following responsibilities:

- Ensure that all children with disabilities are identified, located, and evaluated
- Establish and monitor the initial referral/identification/review process
- Maintain data on initial referrals and evaluation
- Provide procedural safeguards for the district
- Disseminate IEP plans

## Guidance for Timeline for Initial Evaluations

[https://www.michigan.gov/documents/mde/InitialsGuidance\\_565249\\_7.pdf](https://www.michigan.gov/documents/mde/InitialsGuidance_565249_7.pdf)

## Special Education Parent Handbook and Procedural Safeguards

[http://www.lcisd.k12.mi.us/UserFiles/Servers/Server\\_78652/File/specialed/Parent%20Handbook%20Procedural%20Safeguards%20Notice%209.7.12.pdf](http://www.lcisd.k12.mi.us/UserFiles/Servers/Server_78652/File/specialed/Parent%20Handbook%20Procedural%20Safeguards%20Notice%209.7.12.pdf)

## IEP's will be reviewed at least:

- Annually
- Other(specify): Parent/Team Request

## IEP's will be reevaluated at least:

- At least every 3 years;
- Other (specify): Parent/Team Request

## IEP's plans will be distributed upon completion and for transfer students:

- Within 7 School days Person responsible: District Designee

## Distribution to:

- Building Administrator
- Building Secretary (Student CA-60)
- Teachers/Staff assigned to student
- Other (specify): Transportation, Food Service, Paraprofessionals

**Method to ensure relevant staff have received and are implementing the IEP plans:** Electronic Distribution (Student Information System) completed by District Special Education Office.