**Individual Education Plan (I.E.P.) Procedure**

At Bethania Lutheran School we use a collaborative approach with the parents and school staff to ensure that our I.E.P. documents demonstrate the exceptional level of adjustments and modification that we provide. These documents are a legal requirement and are essential in supporting our State and Federal funding. This sequential process involves:

1. At the end of your current teaching year or the beginning of the following year (depending on your start date), the Enrichment Adminstrator (Erin Young) will supply you with a folder of the I.E.P. docements relevant for your year group. This will include all of the relevant due dates which will occur throughout the year.
2. Familiarise yourself with the student goals in the I.E.P. prior to the beginning of the school year. These documents contents are the classroom teacher’s responsibility to report on at the end of each semester and will help guide your planning.
3. The Enrichment Adminstrator will also remind you of the I.E.P. due date ***4-6 weeks*** prior to it being due.
4. Contact the parents to arrange either a physical meeting, phone conversation or Zoom meeting to occur within the next ***2 weeks***. This is essential in providing the parents with the opportunity to voice any concerns or wishes they have for their child. Ensure that the arranged time suits all parties that need to be present. The classroom teachers and the student’s current Learning Support teacher should be present. The Enrichment Adminstrator (Erin Young) should be invited to attend, as this will assist in the editing process.
5. Once the meeting time is arranged, send home the ***‘Parent Contribution’*** sheet which can be found on T-Drive under I.E.P. essentials. This is to be read and reviewed ***prior*** to the I.E.P. meeting as it will act as a guide and help keep

the meeting on track. When this form is returned, it is to be scanned, saved to TASS as a note

“*STUDENT FIRSTNAME\_SURNAME\_I.E.P.ParentContribution\_DATE”*

Then place the hard copy in the Enrichment Adminstrator’s pigeon hole.

1. During the meeting – you are to develop ***at least 3 goals***, taking into consideration the parent wishes. If the student has a Learning Support teacher, two of these goals will include either or both of the ACARA Literacy and Numeracy Learning Progressions. Ensure that you fill out the ***‘I.E.P. Meeting Minutes’*** form. This can either be printed and written on, or used as a digital version. These forms are found on T-Drive under I.E.P. Essentials. Either scan your handwritten form, or save this file to TASS as a note with the file named “*STUDENT FIRST NAME\_SURNAME\_I.E.P.minutes\_DATE”.*
2. Create a draft I.E.P. using the latest template and submit it to the Enrichment Adminstrator ***2 weeks*** prior to the due date. This will allow time for the editing process to occur and any questions to be answered. The I.E.P. is ***NOT*** to be sent home until it has been proofread by the Enrichment Adminstrator.
3. The Enrichment Adminstrator will get the proofread I.E.P. back for you to do a final read and ensure that any changes that were made still suit your intended plan of action. Once you have approved this, you may send a copy home for the parents to read, and sign if they are happy with it. Parents have the right to request adjustments, however these must be made in consultation with teachers and the Enrichment Administrator, so that we can determine that they are realistic and achieveable. Email the Enrichment Administrator with the final I.E.P. Word document for it to be saved to TASS.
4. Once the IEP hard copy is returned, signed by the parents and yourself, it is to be returned to the Enrichment Adminstrator for final signatures, scanning and saving to TASS. A copy of the I.E.P. with all signatures will be sent home to the parents by the Enrichment Adminstrator.
5. Keep the I.E.P. goals in an easily accessible spot to ensure your planning meets the students needs through accomodations and modification.