



## The IEP Process: Step-by-Step

*(Bison Bridge Behavioral Insights Parent Resource — K–12 Edition)*

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### What is an IEP?

An **Individualized Education Program (IEP)** is a legal document that outlines the supports and services a student with a disability will receive in school. The IEP is developed through a team process and is reviewed at least once a year.

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### Step-by-Step: How the IEP Process Works in Kansas

#### 1. General Education Interventions (MTSS)

- The school provides support through a **Multi-Tiered System of Supports (MTSS)** before referring for special education
- Teachers use strategies and interventions to help the student succeed
- Progress is monitored over time

#### 2. Referral for Special Education

- A parent, teacher, or school team member can request an evaluation
- Referrals may follow MTSS data or parental concerns
- The school must get **written consent** from the parent to begin evaluation

#### 3. Evaluation

- The school evaluates your child in multiple areas (academic, social, emotional, behavioral, etc.)
- The team may include school psychologists, therapists, and teachers
- Evaluations must be completed within **60 school days** after consent is signed

#### 4. Eligibility Meeting

- A meeting is held to review the evaluation results



- The team determines if your child meets IDEA criteria for a disability and needs specially designed instruction
- If eligible, the IEP process continues

## 5. IEP Meeting

- The IEP is created by a team that includes you (the parent), general and special education teachers, and other service providers
- The IEP includes:
  - Your child's present levels of performance
  - Measurable goals
  - Accommodations or modifications
  - Services to be provided (frequency, location, and duration)
  - How progress will be monitored and shared with you

## 6. Services Begin

- After you give written consent, the school begins providing the services in the IEP
- Services may be delivered in a general education classroom or a more specialized setting based on your child's needs

## 7. Progress Monitoring

- The school tracks your child's progress toward each IEP goal
- You must receive updates as often as report cards are given (at minimum)

## 8. Annual Review

- The IEP team meets at least once a year to update goals and services
- You can request a meeting sooner if needed

## 9. Reevaluation (Every 3 Years)

- The school reevaluates your child at least once every 3 years (or more often if needed)
- This helps determine if services are still needed and if the plan should change

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## What Parents Say

- "I felt more confident when I understood what each step meant."
- "Being part of the IEP team helped me speak up about what my child really needed."
- "I didn't know I could ask for changes between annual meetings — but I can."

 **Parent Reflection Space**

- Which step of the process are we in right now?
  - Do I understand my rights and my child's needs?
  - What questions do I want to ask at our next meeting?
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 **Important Reminder**

The IEP process is meant to be a partnership. As a parent, you are a key member of the team. Always feel empowered to ask questions, share observations, and seek support throughout each step.

For more detailed timelines and resources, visit [www.ksde.org](http://www.ksde.org).