

LINCOLN PREPARATORY SCHOOLS DUE PROCESS CHECKLIST FOR IEP

Student Name: _____ **School:** _____

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|-------------|--|-------|
| I. | Parent notification of Individual Education Program conference | DATE |
| a | (1) Parent sent notice ten (10) days prior to conference date with Medicaid letters attached | _____ |
| | (2) Other persons involved with the IEP conference notified | _____ |
| b | Verify that the parent will attend meeting by: | _____ |
| | (1) Receipt of signed confirmation _____ | |
| | (2) Telephone or personal contact with parents _____ | |
| | (3) Sending a note home with the student for parent's signature and having it returned (keep copy) _____ | |
| c | Second notice sent to parent because there was no response within seven (7) days | _____ |
| d | If no response from second notice within three (3) days, contact the parent by phone or in person | _____ |
| II. | IEP Conference is conducted with all required participants | _____ |
| a | Parent agrees with IEP and signs | _____ |
| b | Parent disagrees with the IEP | _____ |
| | (1) Notify, in writing, the Special Education Supervisor | _____ |
| | (2) Recommend whether or not the school system should initiate actions to override the parent's refusal of consent | _____ |
| III. | ESYP Fact sheet given | _____ |
| IV. | Louisiana's Educational Rights of Exceptional Children booklet given | _____ |

Date

Signature