

Meeting/Event Types

Initial Evaluation – The first time a student is evaluated for special education.

Initial IEP – The first IEP for a student who is eligible for special education services. The IEP must be in place within 30 days of the evaluation meeting determining initial eligibility.

Re-evaluation – This meeting is to determine if the student continues to meet the eligibility criteria to qualify for special education services.

Annual Review – This meeting refers only to the required annual review and development of a new IEP.

Annual Review/Re-evaluation – This meeting type is selected if both the re-evaluation and Annual IEP will be conducted at the same meeting. The re-evaluation meeting is held first to determine eligibility. Once eligibility is determined, the team can move into the IEP meeting.

IEP Review/Revision – This meeting type is selected if it is NOT the annual review, but the team is reviewing and/or revising part of the IEP that cannot be done through an amendment. This meeting type should also be selected if a parent has requested an IEP meeting.

Review of Existing Data – May be used in conjunction with a Domain Meeting.

Change of Placement – An IEP needs to be held when a student is changing placement. This could be an EE code change or a change of placement from student's home school to a therapeutic day school or other outside placement.

Manifestation Determination – If the student is reaching 10 days of suspension or considered for expulsion, a Manifestation Determination must be held to determine whether the behavior was a result of the student's disability. It is best practice to hold a Manifestation Determination meeting if a student has frequent suspensions or has been suspended for 3-5 days or more for a single offense.

Graduation – This meeting type will be checked in addition to another meeting type if the student will be graduating.

Transition - Transition meetings are held to determine transition plans for students 14.5 years and older. Transition information shall be reviewed and updated at least annually.

Domain – This meeting is held prior to an Initial or Re-evaluation meeting, or to add a related service. Anytime an assessment will be conducted, a domain meeting needs to be held, and parental consent given.

Transfer in/Transfer out – Transfer in shall be utilized in order to document a student transferring into or out of a school or district.

SOP – (Summary of Performance) - The SOP must be completed during the final year of a student's high school education to assist meeting the student's postsecondary goals.

Other – Any other meeting not listed above. For example: to review outside evaluation results, termination of placement, aging out, etc.