

# IEP Process Flowchart

Quick Reference Guide for Parents

**WYO Right to Read**

***READING IS A RIGHT, NOT A PRIVILEGE***

## CHOOSE YOUR PATH

**Does your child currently have an IEP?**

<p><b>NO</b></p> <p>↓</p> <p><b>SCENARIO 1</b> Getting an IEP</p>	<p><b>YES</b></p> <p>↓</p> <p><b>SCENARIO 2</b> Improving Your IEP</p>
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# SCENARIO 1: Getting Your Child on an IEP

## The Process (Step-by-Step)

### STEP 1: REQUEST EVALUATION – See “Sample Letters” *on our website*

- Write to principal/special ed director
- Keep a dated copy
- School has 15 days to respond

SAY: "I am formally requesting a full evaluation for special education services under IDEA for my child, [Name]."



### STEP 2: SIGN CONSENT

- School sends consent form
- Sign to begin evaluation
- Evaluation must be completed in 60 days

ASK: "What specific tests will evaluate reading skills and dyslexia?"



### STEP 3: EVALUATION CONDUCTED

- Cognitive testing
- Reading assessments
- Processing evaluations
- Classroom observations

FOR DYSLEXIA: Must include phonological processing, decoding, fluency



## STEP 4: ELIGIBILITY MEETING

- IEP Team reviews results
- Two questions:
  1. Does your child have a disability?
  2. Do they need special education?
  3. Video your child reading a 'cold' read PRIOR to the intervention you're requesting (a grade level read, two paragraphs from a book your child has never seen nor heard – this creates a baseline record and strengthens your case

**FACT:** Dyslexia IS recognized under federal law as a Specific Learning Disability

↓ ELIGIBLE ↓

## STEP 5: DEVELOP IEP – See “What a Good IEP Looks Like” *on our website*

- Present Levels (where child is now)
- Annual Goals (specifically measurable)
- Services & Interventions (Methodology, teacher qualifications, specific service delivery, i.e. 1 on 1 instruction, 60 minutes per day, 5 times per week; small group, etc.
- Accommodations – be specific
- Progress Monitoring – how often, how will the data be collected and summarized




Must be completed within 30 days of eligibility determination

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## IEP IMPLEMENTED

- Services begin
- Progress monitored regularly
- Annual review required
- Can request meeting anytime

## **RED FLAGS During Evaluation Process**

 <b>They Say...</b>	 <b>The Law Says...</b>	 <b>You Say...</b>
"Let's try RTI first"	Parents can request evaluation at any time (34 CFR §300.301(b))	"I'm formally requesting evaluation under IDEA now"
"We don't test for dyslexia"	Dyslexia is a Specific Learning Disability under federal law	"Please conduct comprehensive reading evaluation including phonological processing"
"Wyoming doesn't recognize dyslexia"	FALSE. This violates federal law	"Federal law recognizes dyslexia. I expect evaluation for SLD in reading"
School misses 60-day timeline	Timeline violations deny FAPE	"The 60-day timeline has passed. I'm filing a state complaint"