

Stephanie:

Hello everyone. My name is Stephanie. I am the founder and host of all of these guest speaker chats here at the Intentional IEP. Today I'm hopping in solo to share with you how to track all of your IEP due dates at the beginning of the year so that you are good throughout the rest of the year.

Stephanie:

What you're going to need to get started is all of your student IEPs. Now, this is a blank student IEP from the state of Florida, but you're going to need all of your something IEPs and what you'll want to do is go through with a highlighter, probably, and highlight when the students annual IEP due date is. You'll also want to take note of dates when students have a reevaluation to make sure that if it's a reeval year, you have it on your calendar and you can get started with prepping for that on your end and also let parents know that it's coming. So, that's step one, grabbing all of your IEPs.

Stephanie:

Step two, is to go the member resources area within the intentional IEP. You're going to click on My Account and then you're going to see your member hub. Then inside of there you will see a button, it's some shade of blue, and it's going to say Member Resources. You will click on that and then somewhere in there you will see Scheduling Calendars. You want to click that and it will auto download to your computer.

Stephanie:

Now, what you're going to do with those is this. Let me show them to you. You have this option here, which is a one page and it has all 12 months on here. You have that option. You have this option, which has it broken down into quarters, and we'll on how to use it here in a second. Then there's also the calendar that has one month for each. So, if you wanted to go through and date them out and use these calendars for your IEP calendar scheduling, you can absolutely do that. Pick one. That is your step two. Pick one of these options and then we'll move on to step three.

Stephanie:

Step three is taking all of those dates that you had found in your student's IEPs, so their annual due dates and their reeval dates if applicable for that school year. You're going to take which one you've chosen, your calendar. You need two things. You need your IEPs and your need the calendar that you've chosen. Now you could also use a planner. If you have a calendar with a planner it you could absolutely use that as well. I like to keep them on one sheet because it keeps it all in one place. I can put this at the beginning of my IEP toolkit or my IEP binder and have a quick at-a-glance of when everything is due, and that's just at a monthly due. I want to see what's coming up and when it's coming up.

Stephanie:

What you're going to do is you're going to take your IEP and you'll just start at the beginning. You're going to take each IEP, just put either the student's name, use their initials, however you're going to be able to differentiate between who is who on your one sheet or within your calendar and you're just going to write their name, their first name usually unless you have students unless you have two students who's named Stephanie or two students named James, for example. Then you're just going to write the annual due date date.

Stephanie:

You'll see here, I chose the quarterly calendar and all I did was I just made up some fictional students. I put each student's name and then when their IEP is due. That means at the beginning of every quarter I can sit down and look at this and say, "Okay, for quarter four ..." So this quarter goes by quarter one of the year: January, February, March. Quarter two, quarter three. When you start at the beginning of the school year, right now it's August, you'll be in quarter three. It'll be marking period one for you. It might be a little confusing, but I wanted to explain that to you within this. In quarter three, in marking period one, all I have is Jackson's IEP and it is due at the end of August. I need to get moving on this. Same thing works for this IEP tracking calendar if you wanted to use it this way, you have the entire month here. You have your quarters that go this way or your marking periods, however you want to lay it out you can absolutely do that. Then at the top you can put your school year.

Stephanie:

I like these because, like I said, it's at-a-glance. It's super quick to look at, know what's coming and when it's coming. But also, in addition to having one of these as the first page either in my IEP toolkit or my IEP binder, I am going to put all of these dates into my school calendar, whether that is digitally, whether that's in a planner, whether that is using this as well. I'm going to have it in two places that way when I pull up just my August calendar I can look, because remember, we should be using the IEP writing timeline to be able to space out when we're writing and giving input and talking to parents, talking to the rest of the IEP team when we're scheduling all of that stuff.

Stephanie:

If you're curious about the IEP timeline, the IEP writing timeline, I'll put a link below. If you have questions about the IEP toolkit and your IEP binder I will also link them below. Don't forget to go to the Member Resources area of within your account hub, so click Account at the top, Member Resources, and then look for the scheduling calendars, and you will find that there.

Stephanie:

I hope this quick video is super helpful for getting you started on the right IEP foot this school year. If you have any questions, please reach out and I'll see you guys in the next chat.