

IEP Flowcharts for Teachers

What do I do if I miss my required 225 minutes of planning for IEP (or other) meetings?



Meet with your building administrator to use Appendix I from the contract to get back that time. This collaboration should occur within 5 days of your notification of missed planning. Options for missing planning are included below in no particular order.



PD Trade In or Snow Hours	Substitute coverage for another block
Excusal from after school PLCs or PD	Excusal from duties (e.g. no recess or lunch duty)
Build time into the master schedule to make up missed plan (e.g. planning days)	Review the roles and responsibilities on teacher's plate

What do I do if I need to write IEPs outside of my contractual day?



Submit a proposal by the first Tuesday of the month for the upcoming month to your building administrator (see**). You can only submit 30 minutes for a Basic student and 60 minutes for a PreK, Intensive, or Complex student. Your plan should include the following information:

Student Name	Reason for Needing EPER	NBF Code (i.e. Basic, etc)



If your time is approved...



Your approval should come within a week. Enter your time in DSC under "Timesheets (Reported Time)." Submit your "timesheet by day." Include the student name and NBF code in the comments.

If your time is denied...



You can discuss the reasons with your administrator. You can also look at the ** section below. Please notify the Exec Board so we can assist you if needed.

Notes on the contract language: “Missed plan” does not include your additional 45 minute PLC which is in addition to your 225 minutes of required planning time. PLCs that occur in alignment with the contract language do not constitute missed planning.

Note on the contract language: District gives an IEP compensation budget to each school that is equal to Academic EPER pay for 30 minutes for a Basic student and 60 minutes for a PreK, Complex, or Intensive Student. The amount of compensation is based on Sept 30th count. If student numbers increase, the building admin can reach out to the district to request additional funds. This does not mean that every IEP will equal monetary compensation, but IEPs done outside the work day should be paid.

****What are some other options in place of monetary compensation?**



Option 1

Submit hours to your administrator for either Family Engagement or Snow hours.

Option 2

Your admin may ask you to select alternate compensation (e.g. coverage for IEP writing, leaving early, etc).