

Planning for Communication

A manageable timeline of data collection leading to the IEP meeting

At an Open House, Parent Conference, or any time prior to the beginning of this timeline, explain to families what the Communication Planning Guide is and how they can expect to give input during the data collection process.

Orient the Family



Send a reminder to families regarding the communication planning data collection process. Send the form for Section 1: Language and Communication Modality Planning to the family and other educators and staff who will be providing information for this section.

7 weeks before



Send the form for Section 2: Auxiliary Aids and Services to the family and other educators and staff who will be providing information for this section. Check that you've received all data for Section 1 and follow-up where necessary.

6 weeks before



Send the form for Section 3: Expanded Support Services to the family and other educators and staff who will be providing information for this section. Check that you've received all data for Section 2 and follow-up where necessary.

5 weeks before



Send the form for Section 4: Continuous Communication Access to the family and other educators and staff who will be providing information for this section. Check that you've received all data for Section 3 and follow-up where necessary.

4 weeks before



Send the form for Section 5: Least Restrictive Environment and Placement Considerations to the family and other educators and staff who will be providing information for this section. Check that you've received all data for Section 4 and follow-up where necessary.

3 weeks before



Synthesize all data into the Present Level of Performance section of the IEP. Send a draft IEP document to the family for review and questions.

2 weeks before



Review the data collected from the communication planning process during the meeting. With team input, edit as necessary and discuss any action steps that may be required.

At the IEP Meeting

