

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

April 14, 2003

TO: SPECIAL EDUCATION ADMINISTRATORS, TEACHERS

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR, SPECIAL EDUCATION

SUBJECT: ANNUAL REVIEWS OF INDIVIDUAL EDUCATION PROGRAMS

The annual review of a student's Individual Education Program is required by state regulation 4AAC 53.140(d) which states that "An IEP team must review, and revise if necessary, each IEP on an annual basis or more frequently if conditions warrant. An IEP may be developed or revised only by an IEP team. . ."

While failure to complete a review of the IEP annually is viewed as non-compliance with requirements of state regulation, an IEP does not "expire" when an annual review has not been conducted. A student's IEP only ends when an evaluation has been conducted, and the IEP team determines that the student no longer qualifies for services.

The IEP team should schedule its meetings well in advance of the review date in order to ensure that the review is conducted at least annually in compliance with state regulation. Any delay in completing the review process must be documented on a Prior Written Notice, but there should be no reference to the IEP having "expired."