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DEPARTMENT OF EDUCATION  
LANSING




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September 9, 2010

**MEMORANDUM**

TO: Intermediate and Local District Special Education Directors  
Public School Academy Directors  
Special Education Intermediate School District Planner/Monitors

FROM: Eleanor E. White, Ph.D., Director   
Office of Special Education and Early Intervention Services

SUBJECT: Summary of Changes to State Model IEP Form

Consistent with the Individuals with Disabilities Education Act (IDEA), all students determined eligible for special education services in Michigan must have an Individualized Education Program (IEP) in effect at the beginning of each school year. The Michigan Department of Education, Office of Special Education and Early Intervention Services' new State Model IEP Form is available at [www.michigan.gov/mde/ose-eis](http://www.michigan.gov/mde/ose-eis).

**The components of the State Model IEP, which are compliant with the IDEA requirements, must be used as of the date of this memo.**

A summary, by topic, of changes made to the State Model IEP Form follows:

Notice

- Notice is separated from the IEP Form
- There are two new model Notice Forms (one for initial provision of programs and services; one for subsequent provision of programs and services)
- Parent signature (consent) is only required on the Notice Form for initial provision of programs and services

Eligibility

- Only one category of eligibility is required
- Specific Learning Disability requires a statement of rationale for a determination of ineligibility

Michigan Content Expectations

- Must be addressed in the Goals and Objectives

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- Must be addressed in the Present Level of Academic Achievement and Functional Performance and aligned to the Goals and Objectives

#### Supplementary Aids and Services

- Includes a statement when no services are required

#### Extended School Year Services

- Includes a statement that services were considered (must be completed for all students)

#### Transition

- Included as an optional section of the IEP Form (to be in effect when the student reaches the age of 16; advised beginning at age 14)
- Changes made to meet State and federal compliance and data reporting requirements
- Language added to clarify that Michigan has one curriculum

#### Meeting Excusal

- Clarifies that excusal must be in writing
- Two new required subsections are added under "IEP Meeting Participants In Attendance"

#### Preschool

- Language addressing preschool is added to the "Present Level of Academic Achievement and Functional Performance"
- New data collection requirements are added under the "Educational Environment" subsection

#### Progress Reporting

- A new subsection is added for reporting positions responsible for implementing goal activities and reporting progress

#### Important Reminders

- The date of the district's offer of a Free Appropriate Public Education (FAPE) is the date of completion for an IEP
- There is only one State Model IEP Form (formerly there were two separate model forms; one for elementary and one for transition)
- Data collection to meet State and federal reporting requirements is included in the Model Form
- Quick Reference Guides replace the IEP Manual
- The word 'addendum' is replaced with the word 'amendment'

If you have questions, contact Shirley Young at (517) 241-0041, email at [youngs@michigan.gov](mailto:youngs@michigan.gov).