

A FREE QUICK-REFERENCE GUIDE · ARKANSAS EDITION

# The IEP Meeting Prep Countdown

A day-by-day checklist for every IEP meeting — initial, annual, or reevaluation — grounded in IDEA and Arkansas special education law.

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**WILLIAMS INCLUSION CONSULTING**

## BEFORE YOU SCHEDULE

# Three Numbers Every Case Manager Should Know

Arkansas's special education process is structured differently from most neighboring states — eligibility and IEP development happen in one combined meeting, not two. Lock these three numbers in first.

|                                                                               |                                                                                                             |                                                                                                                                    |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>                                                                      | <b>2</b>                                                                                                    | <b>3</b>                                                                                                                           |
| <b>60 Calendar Days</b>                                                       | <b>30 Calendar Days</b>                                                                                     | <b>One Meeting</b>                                                                                                                 |
| The window to complete the initial evaluation after the parent signs consent. | The window to hold the Evaluation/Programming Conference (EPC) after the evaluation materials are complete. | Arkansas combines eligibility determination and IEP development into that single EPC — not two separate meetings held weeks apart. |

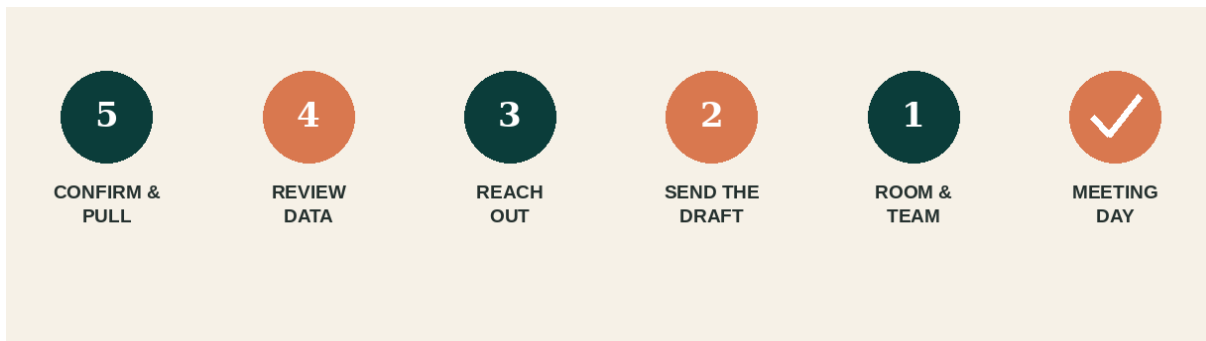
Sources: Arkansas Department of Education special education rules; Ark. Code Ann. § 6-41-202 et seq.

There's more nuance here than three numbers — exactly how to walk into an EPC prepared to finish an IEP in the same sitting, and what happens if the team needs more time, trips up even veteran case managers moving to Arkansas from another state. Both are covered step-by-step in the complete guide.

## THE COUNTDOWN

# A 5-Day System for Every IEP Meeting

Use this sequence for any IEP meeting — here's how it starts, and what's still ahead.



## DAY 5 — CONFIRM & PULL

1. Confirm your evaluation materials are complete, and log the completion date — that's what starts the 30-day Evaluation/Programming Conference clock.
2. Pull the student's current data, draft a working PLAAFP, and confirm your required team is set. (34 C.F.R. § 300.321.)

## Also Covered in the Full System

Day 4 — Review the Data: know your reevaluation clock before anyone has to ask.

Day 3 — Reach Out: the one call that heads off most meeting-day surprises.

Day 2 — Draft Goals: coming to the EPC with proposed goals ready, not just evaluation results.

Day 1 — Room & Team: the excusal document that decides a compliance question.

Meeting Day: how to run a combined eligibility-and-IEP conference so it actually finishes in one sitting.

Common file-review findings: EPC scheduled past the 30-day window, team arrives without draft goals and needs a second meeting, undocumented notice, missing excusal paperwork, no paper trail.

Full walkthroughs, sample language, and a printable tracker → [The New Teacher's Guide \(Arkansas Edition\)](#)

FOR INDIVIDUAL TEACHERS

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Reflects federal IDEA and Arkansas special education law current as of 2026 — not legal advice; confirm specifics with your school or the Arkansas Division of Elementary and Secondary Education. Sources: 34 C.F.R. §§ 300.303, .321, .323, .324 · Ark. Code Ann. § 6-41-202 et seq. · Arkansas Department of Education special education eligibility criteria (ADE 2000).