

A FREE QUICK-REFERENCE GUIDE · LOUISIANA EDITION

The IEP Meeting Prep Countdown

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

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BEFORE YOU SCHEDULE

Three Numbers Every Case Manager Should Know

Louisiana's special education timelines run on a mix of business days, calendar days, and school days — mixing them up is one of the most common compliance findings. Lock these three in first.

1	2	3
10 Business Days	60 Business Days	30 Calendar Days
The LEA's window to request consent to evaluate, or provide written notice of refusal, after a parent's written referral request.	The window to complete the initial evaluation after the parent signs consent — business days, not calendar days.	The LEA's window to complete the IEP/placement document once the student is found eligible.

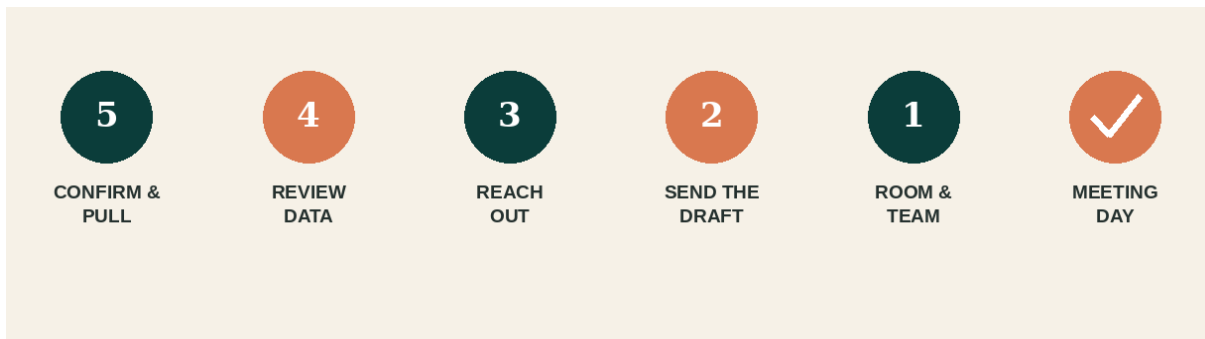
Sources: La. Admin. Code tit. 28, Part CI, §511 (Bulletin 1508); Part XCVII, §105 (Bulletin 1530).

There's more nuance here than three numbers — exactly what the written notice must say, and how the extension rules work when an evaluation starts near the end of the school year, trips up even veteran case managers. 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 and eligibility paperwork are complete, and log the eligibility determination date — that's what starts the 30-day IEP clock.
2. Pull the student's current data and confirm your required IEP 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 — Send the Draft: sharing a draft IEP in advance, and labeling it clearly as preliminary.

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

Meeting Day: what to say when a parent pushes back, and what the record must show.

Common file-review findings: evaluation clock started from the wrong date, undocumented notice, missing excusal paperwork, decisions presented as final early, no paper trail.

Full walkthroughs, sample language, and a printable tracker → The New Teacher's Guide (Louisiana Edition)

FOR INDIVIDUAL TEACHERS

The New Teacher's Guide to Special Education (Louisiana Edition)

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Alexis Williams, M.A.Ed. · Special Education & Educational Leadership · TN Professional Teaching License · TN Administrative License · 9+ years teaching · 9+ years as a school administrator

Schedule a consultation, request the full guide, or join the newsletter at williamsinclusionconsulting.com · hello@williamsinclusionconsulting.com

Reflects federal IDEA and Louisiana special education law current as of 2026 — not legal advice; confirm specifics with your LEA or the Louisiana Department of Education. Sources: 34 C.F.R. §§ 300.303, .321, .323, .324 · La. Admin. Code tit. 28, Part CI §511 (Bulletin 1508) · Part XCVII §105 (Bulletin 1530) · Part XLIII (Bulletin 1706).