

A FREE QUICK-REFERENCE GUIDE · MISSISSIPPI EDITION

The IEP Meeting Prep Countdown

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

Alexis Williams, M.A.Ed.

Special Education & Educational Leadership

TN Professional Teaching & Administrative License

WILLIAMS INCLUSION CONSULTING

BEFORE YOU SCHEDULE

Three Numbers Every Case Manager Should Know

Mississippi's special education process moves through more checkpoints than many states — mixing up the MET, eligibility, and IEP deadlines is one of the most common compliance findings. Lock these three in first.

1	2	3
14 Days	60 Days	30 Calendar Days
The window for the Multidisciplinary Evaluation Team (MET) to convene after a referral, and separately, the window to hold the eligibility meeting after the evaluation report is complete.	The window to complete the initial evaluation after the parent signs consent.	The school's window to complete the IEP once the student is found eligible — and services must start right away once it's finalized.

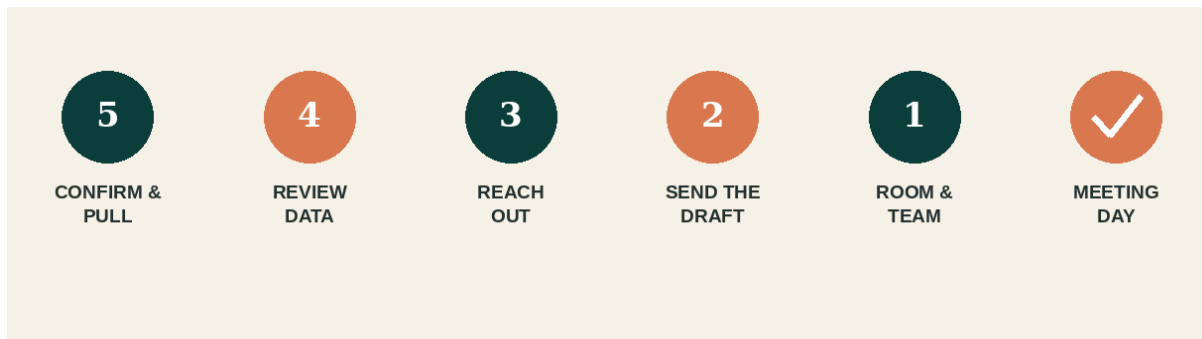
Sources: MDE Office of Special Education Procedure Manuals; State Board Policy Chapter 74, Rule 74.19.

There's more nuance here than three numbers — exactly what the 7-day eligibility meeting notice must say, and how Mississippi's immediate-implementation expectation differs from states with a built-in service-start grace period, 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 eligibility-meeting 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 \(Mississippi Edition\)](#)

FOR INDIVIDUAL TEACHERS

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

A step-by-step guide covering IDEA fundamentals, the full Mississippi IEP process, legally sound goals, co-teaching, instructional strategies, and compliance.

INDIVIDUAL
\$24

SCHOOL SITE
\$89

DISTRICT
\$249

Work with Alexis: Free 15-min discovery call · Consultations from \$125/hour · IEP Review & Written Report \$225 flat · Compliance Audit \$150/hour.

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 Mississippi special education law current as of 2026 — not legal advice; confirm specifics with your school or the Mississippi Department of Education. Sources: 34 C.F.R. §§ 300.303, .321, .323, .324 · MDE Office of Special Education Procedure Manuals · State Board Policy Chapter 74, Rule 74.19.