

A FREE QUICK-REFERENCE GUIDE

The IEP Meeting Prep Countdown

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

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Three Notice Rules Every Meeting Must Follow

Every IEP meeting carries legal weight before anyone sits down at the table. Tennessee sets specific notice requirements on top of federal IDEA law — miss one, and there's a procedural problem before the meeting even starts. Lock these in first.

Notice Requirements at a Glance

What Tennessee requires before, and around, every IEP meeting.

1

10-Calendar-Day Notice

Parents must get written notice at least 10 calendar days before the meeting, unless they voluntarily agree in writing to meet sooner.

2

48-Hour Draft Rule

If a draft IEP is written beforehand, the parent must receive it at least 48 hours before the meeting — clearly labeled as preliminary.

3

10-School-Day Request Rule

If any team member submits a written request for a meeting, the LEA must convene it within 10 school days.

Figure 1 — Tennessee's core IEP meeting notice requirements (TN SBE Rule 0520-01-09-.15(1)-(2); .12(4)).

There's more nuance here than three rules — exactly when Prior Written Notice actually goes out relative to the meeting, and how the 48-hour draft rule plays out in real practice, 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 written notice covers at least 10 calendar days, and log the date it was sent.
2. Pull the student's current IEP and data; 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 — Send the Draft: the 48-hour rule, done the way schools get wrong.

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: late notice, undocumented draft delivery, missing excusal paperwork, decisions presented as final early, no paper trail.

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

FOR INDIVIDUAL TEACHERS

The New Teacher's Guide to Special Education

A 21-page, step-by-step guide covering IDEA fundamentals, the full IEP process, legally sound goals, co-teaching, instructional strategies, compliance, and a 30/60/90-day first-year plan.

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

Reflects federal IDEA and TN State Board of Education rules current as of 2026 — not legal advice; confirm specifics with your LEA or TDOE. **Sources:** 34 C.F.R. §§ 300.303, .321, .324 · TN Rule 0520-01-09-.12, .15 · TN Dept. of Education Special Education Timelines (tn.gov).