Frequently Asked Questions  
  
**1. What is an IEP?**  
The Individualized Educational Plan (**IEP**) is a plan or program developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives specialized instruction and related services.  
  
**2. Who is a part of the IEP team?**  
Members of the IEP team at Maynard Jackson High School include the Case Manager, SELT (special education lead teacher), School Psychologist, Counselors, Teachers, Parents, Students, and Administrators.  
  
**3. Who is required to attend IEP meetings?**  
The Case Manager, at least one General Education Teacher, at least one Special Education Teacher, and the parents (unless the child is 18 or older) are required to attend. It is optional for students to attend IEP meetings. Other IEP team members may be required to attend if their presence is specifically requested.   
  
**4. Who should I contact if I have questions about the IEP or about the services my child is receiving?**  
The first point of contact is the Case Manager who can further direct you to individuals that can help you or your child.   
  
**5. What if I do not know who my case manager is?**  
Contact the school via telephone or email and the SELT (Special Education Lead Teacher) will let you know who your case manager is and how to contact them.  
 **6. Who requests/schedules IEP meetings?**  
The Case Manager is most often in charge of scheduling IEP meetings. The parent/guardian or the student can request an IEP meeting at any time during the school year. IEP meetings are never scheduled over holidays, weekends, or scheduled school breaks. An IEP meeting may be cancelled and rescheduled if school is suddenly closed due to unforeseen circumstances (weather, for example).   
 **7. How often do IEP meetings occur?**  
IEP meetings occur once per year. Sometimes IEP meetings can occur twice per year depending on how scheduling works out. If an IEP meeting is scheduled twice per year, it is sometimes because the first meeting was in August or early September and the team wants to ensure a fresh start for the student in the following fall (so they hold a second IEP meeting in the spring).