
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY IHBAB- PROVISION OF ACCESSIBLE COPIES OF
INDIVIDUALIZED EDUCATION PROGRAM (IEP)
TEAM DOCUMENTS TO PARENTS**

Section 8-405 of the Education Article of the Annotated Code of Maryland requires school personnel to provide parents five (5) business days before an IEP team meeting with an accessible copy of each assessment report, data chart, draft IEP, or other documents the IEP team plans to discuss at an upcoming IEP team meeting, and with an accessible copy of the completed IEP no later than five (5) business days after a scheduled IEP meeting.

Delivery of Documents

Accessible copies will be sent to the parent via home delivery with the student unless otherwise requested in writing by the parent. If the parent requests an alternative delivery method, the accessible copies can be picked up at the school by the parent, sent via U.S. Mail, sent via electronic delivery to include email or facsimile, or hand delivered by CCPS staff designated by the school administrator to the parent. The parent may notify appropriate school personnel that they do not wish to receive the documents required to be provided under Section 8-405 of the Educational Article of the Annotated Code of Maryland.

Failure to Comply with Required Timelines

If school personnel are unable to provide an accessible copy of the material(s) at least five (5) business days before the scheduled meeting because of an extenuating circumstance, school personnel shall document and communicate to the parents the nature of the extenuating circumstance that prevented school personnel from providing accessible copies of the material(s).

If accessible copies are not provided to the parent within the required timeline prior to the scheduled IEP team meeting, the IEP Team must receive permission from the parent to review the documents. If the parent does not grant permission to review the documents, the IEP meeting may need to be rescheduled.

If the IEP has not been completed by the fifth (5th) business day following the IEP Team meeting, school personnel shall provide the parent with a draft copy of the IEP.

Failure of school personnel to comply with the timelines and actions required for providing accessible copies in advance of a meeting or copies of a child's completed IEP following IEP Team meeting does not constitute a substantive violation of the requirement to provide a free appropriate public education.