ACCESS Guidelines for IEP Submissions

IEPs should be submitted for students who are Chapter 14 and receiving an eligible health related service.

Eligible Services for Submission:
- Speech/Language Therapy
- Hearing
- Vision
- Orientation and Mobility
- Occupational Therapy
- Physical Therapy
- Nursing
- Evals/Re-Evals

Ineligible Services for Submission:
- Transportation Only
- Consult Only Services
- School Based Counseling
- Sign Language Interpreter without Services
- ESOL
- Physician Service
- Emotional, Learning, and/or Autistic Support without Services
- 1:1 Assistance/Close Adult Supervision

IEPs should include **all** of the following pages:
- IEP Student Info Page (page 1)
- IEP Team Signature Page (page 2)
- IEP Summary Info (≈page 5)
- Section VI (Related Services, Transportation)
- Section VII (Explanation of Participation)

IEP signature pages must include the Special Education Teacher's and LEA's signatures. All dates must match throughout the IEP. IEP Team Signature pages should not have different dates than the submitted IEP. Any amended or finalized IEPs need an updated signature page.

IEPs must be submitted in English. Only signature pages may be submitted in other languages.

Eligible services cannot be written as a Primary Support and a Related Service. In both cases, frequency and group size must be noted in the IEP, and frequency should only be written as per month or per week. These requirements cannot be handwritten or submitted in another document. All information, including dates, frequency, and service type, must be consistent throughout the IEP.

IEPs submitted incorrectly will need to be resubmitted before they can be sent for Medical Authorization sign-off.

Parental Consent Forms are **NOT** Medical Authorization forms. If a student has a yes on file, a new form does not need to be signed, unless the parent is changing consent. Incorrectly signed forms will delay IEP submissions.

IEPs should be submitted within 5 days of parent signatures to sbap@philasd.org. The IEP should **only** be submitted as a PDF. No other file format will be accepted. Emails should contain the student's name and ID number. If pages are cut off, cropped, or otherwise illegible, they will not be accepted.

If corrections need to be resubmitted, please reply to the original email and include **all** info. No partial submissions. Anything submitted should be uploaded to EasyIEP immediately. The ACCESS Office is **NOT** part of EasyFAX.

This information, as well as contact information, is always available at
https://www.philasd.org/treasury/divisions-of-special-finance/access/.