New IEP Reports in ACHIEVE

To assist Special Education teachers, providers and administrators with oversight of annual IEP meeting compliance, three new reports are now available in ACHIEVE.

Purpose

The Individuals with Disabilities Education Act requires Individualized Education Programs (IEPs) be reviewed at least once each year. For compliance purposes, IEP teams are required to schedule and conduct an IEP meeting to review progress, needs, and goals and make necessary revisions no later than the currently active IEP End Date. In ACHIEVE, initial and annual IEPs are labeled with three date fields:

- **Date:** This date is populated based on the date the IEP facilitator selects the Start New IEP button.
- **Start Date:** This date is populated based on the date of the scheduled IEP meeting.
- **End Date.** This date is calculated as 364 days after the Start Date.

New Reports

- **SE - IEP Review Meeting Overdue:** This report (formerly known as SE - Overdue Plans) has been streamlined and now only includes information about learners with active IEPs with an **overdue IEP review meeting as of the date the report is generated**. Learners may be flagged as having an overdue IEP Review Meeting if:
    - The currently active IEP end date has lapsed and an annual IEP meeting has not been scheduled (ex. Minnie Mouse)
    - The currently active IEP end date has lapsed and roll call for the scheduled annual IEP meeting has not been finalized (ex. Mickey Mouse).

Table 1: Sample of SE - IEP Review Meeting Overdue report

B	Q	X	Y	Z
FirstName	**durationToDate**	**IEPMeetingScheduledFor**	**RollCallFinalized**	**DaysMeetingOverdue**
Minnie	01/12/2026		N	3
Mickey	12/15/2025	12/09/2025	N	31

- **SE - Historical Overdue IEP Meetings**: This is a new report to capture a historical record of all active and exited learners for whom an **IEP review meeting has historically been overdue**. This report can be used to identify trends over time. In addition to the reasons above, learners appearing on this report may be flagged as having an overdue IEP review meeting if:
    - The currently active IEP end date has lapsed and a new IEP was not initiated prior to exit (ex. Donald Duck).
    - The currently active IEP end date has lapsed and the learner's exit from Special Education and Related Services has not been finalized (ex. Daffy Duck).

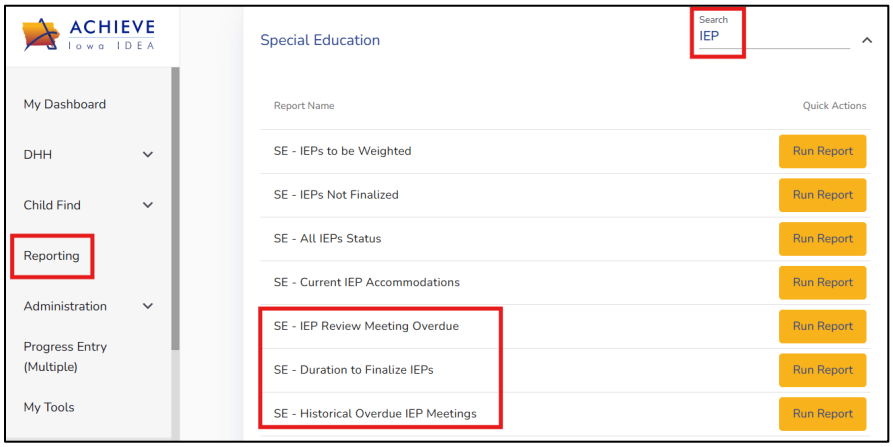
Table 2: Sample of SE - Historical Overdue IEP Meetings report

B	P	Q	R	S	T	U
FirstName	**IEPstatus**	**durationToDate**	**nextIEPstartDate**	**daysOverdue**	**ExitDate**	**ExitCode**
Minnie	Active	01/12/2026		31		
Mickey	Active	12/15/2025		3		
Donald	Complete	09/17/2024		6	09/23/2024	PRC
Daffy	Complete	03/08/2024	10/15/2025	586		RMA

- **SE - Duration to Finalize IEP**: This is a new report to capture the number of days it takes to finalize IEPs. Learners with an in-progress IEP will appear twice on this report to indicate the number of days it took to finalize the currently active IEP as well as when the next draft was initiated.
    - Learners included on this report may be in compliance with the annual IEP review meeting timeline, but do not yet have a finalized annual IEP (ex. Pete).
        - Column P (dateIEPStarted) refers to the date the *Start New IEP* button was selected.
        - Column Q (durationFromDate) refers to the date of IEP meeting with finalized roll call.

Table 3: Sample of SE - Duration to Finalize IEPs

B	P	Q	R	S
FirstName	**DateIEPStarted**	**durationFromDate**	**IEPfinalizedDate**	**numDaysToFinalizeIEP**
Goofy	12/02/2025	12/15/2025	01/08/2026	24
Pluto	03/27/2025	03/27/2025	05/09/2025	43
Pete	01/23/2025	02/19/2025	02/25/2025	6
Pete	01/07/2026			

How to Access the Reports

1) Select *Reporting* from the left navigation menu.
2) Locate the report in the Special Education section.
3) Select *Run Report* button.