

**NEW PROCEDURES
REGARDING
NOTICE OF INTENT TO
IMPLEMENT
CCF 566**

**Office of Compliance and Monitoring
Student Support Services Division**

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NOTICE OF INTENT TO IMPLEMENT CCF 566

Per a Nevada Department of Education directive, the Notice of Intent to Implement IEP form (CCF 566) is required for **ALL** IEPs.

NOTICE OF INTENT TO IMPLEMENT CCF 566

Therefore, as of March 23, 2012, the Notice of Intent to Implement IEP form (CCF 566) is required for **ALL** IEPs.

- Interim IEP
- Initial IEP
- Annual IEP
- IEP following a Reevaluation
- Revision IEP
- Exit IEP

NOTICE OF INTENT TO IMPLEMENT CCF 566

This includes instances where:

- The parent disagrees with all or part of the IEP
- The parent does not agree or disagree
- The parent is not in attendance
- **The parent agrees with the IEP as written**

NOTICE OF INTENT TO IMPLEMENT CCF 566

- If the parent disagrees with the IEP or does not attend the IEP, the Notice of Intent to Implement IEP event will automatically generate in Encore.
- If the parent agrees with the IEP, the Teacher of Record (TOR) will be required to add the Notice of Intent to Implement IEP event.
- SEMS department is currently working with the vendor to update the functionality of the Notice of Intent to Implement IEP event.

PARENT DISAGREES OR DOES NOT PARTICIPATE IN IEP

- **If the parent does not participate in the IEP, marks disagree, or declines to select agree or disagree, the Notice of Intent to Implement (CCF 566) must be completed and sent to the parent along with a copy of the IEP and procedural safeguards.**
- **The implementation date is ten (10) calendar days from the date of the completion of the IEP. Note: The beginning and ending dates on the IEP should not be changed.**

EXAMPLE: PARENT DISAGREES

Notice of Intent to Implement CCF 566

1. The District proposes to implement the IEP dated____ which provides the following: **45 minutes of direct speech/language therapy.**
2. The District proposes the above action because: **according to SLP's testing, daily notations, observations and progress notes, the student is making progress.**

EXAMPLE: PARENT DISAGREES

3. The District refuses to take the following requested action: **100 minutes of direct speech therapy.**
4. The District refuses to take the above requested action because: **the team has documentation that shows progress with 45 minutes and no regression.**
5. The District considered the following options: **parent request for more time.**

EXAMPLE: PARENT DISAGREES

6. The District rejects the option because:
45 minutes of speech/language services have benefited the student during the past year, no regression is seen. 100 minutes would remove student from more general education class time that student also needs.
7. The following evaluation, procedures...
List reports, assessments, etc.
8. Other factors that the District considered that are relevant to its proposed or refused action: **Doctor's report**

EXAMPLE: PARENT NOT IN ATTENDANCE

Notice of Intent to Implement CCF 566

1. The District proposes to implement the IEP dated _____ which provides the following:
list specially designed instruction and related services
2. The District proposes the above action because:
the parent was not present at the meeting and the team has determined the IEP meets the student's needs.

EXAMPLE: PARENT NOT IN ATTENDANCE

3. The District refuses to take the following requested action: **parent not present, no requested action.**
4. The District refuses to take the above requested action because: **no action necessary.**
5. The District considered the following options: **rescheduling the IEP.**

EXAMPLE: PARENT NOT IN ATTENDANCE

6. The District rejects the option because: **The current IEP expires on _____, parent was notified on _____ (when and how).**
7. The following evaluation procedures...
List reports, assessments, etc.
8. Other factors that the District considered that are relevant to its proposed or refused action:
requirements of IDEA and NAC.

PARENT AGREES WITH IEP

If the parent agrees with the IEP, the Notice of Intent to Implement (CCF 566) must be completed and given to the parent along with a copy of the IEP. The implementation date is as soon as possible but no later than ten (10) calendar days.

EXAMPLE: PARENT AGREES

Notice of Intent to Implement CCF 566

1. The District proposes to implement the IEP dated _____ which provides the following:
list specially designed and related services
2. The District proposes the above action because:
the team agrees that the IEP meets the student's needs as written.

EXAMPLE: PARENT AGREES

3. The District refuses to take the following requested action: **no requested action**
4. The District refuses to take the above requested action because: **no action necessary, the parent agreed with the IEP.**
5. The District considered the following options:
no options considered

EXAMPLE: PARENT AGREES

6. The District rejects the option because: **the parent agrees with the IEP.**
7. The following evaluation procedures...
List reports, assessments, etc.
8. Other factors that the District considered that are relevant to its proposed or refused action:
requirements of IDEA and NAC.

PARENT PARTICIPATES VIA TELEPHONE

- If the parent participates via telephone, the Notice of Intent to Implement (CCF 566) must be completed and given to the parent along with a copy of the IEP.
 - If the parent agrees, the implementation date is as soon as possible but no later than ten (10) calendar days.
 - If the parent disagrees, the implementation date is ten (10) calendar days from the date of the completion of the IEP.
- The IEP Follow-Up Letter (CCF 582) will no longer be used.