

IEP Checklist



Pre- IEP

- Prepare and send Prior Notice of Meeting to all required team participants
- Complete "IEP Team Member Not Attending Meeting" form, if necessary
- Prepare and send "Draft" copy of IEP to parents for review/input
- Have necessary student information (assessment information, discipline records, attendance, current grades, etc.)
- Assign note taker to complete IEP Meeting Summary

Invite **ALL** IEP Team Participants to the meeting.
No 1:1 IEP meetings

Introduction

- LEA conducts meeting, welcomes IEP members and sets positive tone
- LEA introduces all persons present, briefly explains each team member's role in the meeting
- States purpose of meeting
- Review Procedural Safeguards using Procedural Safeguards tip sheet
- Give Procedural Safeguards booklet to parents

Provide Procedural Safeguards booklet

Eligibility Determination

- Review evaluation results/data
- Present curriculum-based assessment data
- Discuss strengths and areas of need or improvement
- Review/complete the eligibility results summary report, include parent/team members' input and give parents their copy
- Complete Determination of Eligibility Form and give parents their copy

Give parent(s) BOTH the Evaluation Results Summary Report & the Determination of Eligibility form

Complete Annual Review of Existing IEP (if applicable)

- Review goals and progress from existing IEP
- Review past services
- Check Annual Review box upon completion of new IEP

Complete Annual Review

Complete IEP

- Develop PLAAFPS and goals based on the student's needs
- Review/revise draft IEP considering parental input
- Address transition planning for all students 14 years or older
- Complete and review **ALL** sections of IEP with parents including the IEP Services section

Complete **ALL** sections of IEP (Special factors, Assessment, ESY, & Medicaid)

Determine Placement

- Based upon the student's needs and IEP goals, discuss and determine placement options
- Check the Placement Review box on the IEP
- If applicable, complete and review the Prior Notice and Consent for Initial Placement or the Change of Placement

IEP Goals Determine Services & Placement

Closure to Meeting

- Summarize discussions and decisions made in the IEP meeting
- Review who will follow up on specific items addressed
- Obtain signatures on IEP (All team members sign, even if parents decline)
- Provide parents with required copies of the IEP, placement forms, etc.
- If another meeting is necessary, schedule it before adjourning
- Adjourn meeting in a timely manner

Summarize IEP Meeting

Post-IEP

- Submit SCRAM to the Special Education Department at the District

Assessment → Needs → PLAAFPs → Goals → Services → Placement

July 2017