IEP/Re-evaluation Checklist

Student: Grade: IEP Due

Case Manager: Disability Code: Re-eval Due:

Guardians: Phone:

**Pre-IEP Meeting:**

Guardians contacted 10-days prior to IEP due date. Meeting date:

Notice of Meeting (transition marked for 9th graders)

Prepared in Goalview

Mailed to guardians with copy of Procedural Safeguards

IEP team members notified

Calendared including key members attending

Communicate with other team members regarding date PLAFFs/goals need to be

completed

Meet with student to complete transition services

Invite outside agencies (VOC Rehab 801-538-7530)

Release of Information obtained from parent for outside agency

Prepare Draft IEP

2-days before IEP – send home draft copy (document that it is a draft)

Prepare Team Member Not attending form if applicable and send home for parent

signature

Assign note taker for meeting

**IEP Meeting**

Review Procedural Safeguards and present with copy if it was not sent home with

Notice of Meeting

Introductions

Review goals and progress from existing (expiring) IEP

Review past services

Discuss current strengths and needs

Discuss proposed goals

Review/revise draft based on parent and team member input

Address transition planning for all 9th – 12th graders

Complete and review remaining sections of IEP

Summarize meeting

Obtain signatures

Provide parents with copies of all paperwork

**Post IEP Meeting:**

Put day after the IEP date as exit date on current SCRAM

Exit code is “change in services” or “change in placement” (if moving from A/B to C or

backwards

Create new SCRAM with entry date being the same day as the exit date

Make copies of SCRAM

Follow up with any items from the IEP meeting (schedule changes, adding services,

emails to teachers, etc)

Update accommodations and provide copies to all teachers

**Re-evaluation:**

Meet with team 60 days prior to re-eval due date to determine students strengths and

needs 60 day date:

Call guardians to discuss team thoughts. Make testing determination

Complete Re-evaluation Data Review form in Goalview

If previous testing is considered, put information on ERS and pull protocols and place

In the current envelope for reference

Obtain signatures from school team (parent signatures not required, mark attended via

telephone conference)

If testing, complete the Prior Notice and Consent form

Mail consent form with copy of Procedural Safeguards to parents

When consent is received, document the date on the second page of the form

Notify team that consent was received

Begin testing

Do observation if student is SLD or ED (If SLD, observe in area of suspected disability)

Include all testing results on the Evaluation Results page in Goalview

Complete Eligibility form in Goalview

Complete Change of Placement form in Goalview if a student is moving from an A/B

and going to a C or G or doing the reverse

Proceed to Pre-IEP process

**Senior Check Out:**

\_\_\_\_\_\_ 45 Day letter

\_\_\_\_\_\_ Exit Scram

\_\_\_\_\_\_ DSM letter from Psychologist (with area of disability)

**Progress Reports:**

Goalview Case Manager updated

1st Qtr Progress Report in file 2nd Qtr Progress Report in file

3rd Qtr Progress Report in file 4th Qtr Progress Report in file

Revised 04/24/15