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