

IEP/Re-Evaluation Checklist

Student:	Grade:	IEP Due:
Case Manager:	Disability:	Re-Eval Due:
Guardian:	Phone:	Email:

Pre IEP Meeting

<input type="checkbox"/>	Set-up meeting with team members at least 10 days prior to due date.
<input type="checkbox"/>	Complete Notice of Meeting (include transition for those 14 or older on Notice of Meeting) and send with Procedural Safeguards to guardians.
<input type="checkbox"/>	Calendar IEP meeting and include all IEP team members.
<input type="checkbox"/>	Communicate with others for present levels and goals that need to be included as suggestions on draft.
<input type="checkbox"/>	Meet with student to complete the transition plan (If inviting outside agencies, get permission form signed from parents).
<input type="checkbox"/>	Prepare draft IEP and share with guardians at least 3 days before meeting.
<input type="checkbox"/>	Prepare any team member not attending forms if needed.

IEP Meeting

<input type="checkbox"/>	Introduce the team to each other.
<input type="checkbox"/>	Review Procedural Safeguards.
<input type="checkbox"/>	Review Transition Plan.
<input type="checkbox"/>	Review present levels for each area with the accompanying suggested goal. Ask for team member input and agreement.
<input type="checkbox"/>	Review special factors and adjust as needed.
<input type="checkbox"/>	Review service minutes and accommodations sections and adjust as needed.
<input type="checkbox"/>	Review remaining sections and adjust as needed.
<input type="checkbox"/>	Once the team agrees, sign the IEP. Parents receive a copy of the IEP.

Post IEP

<input type="checkbox"/>	Prepare and send in exit scam/entry scam.
<input type="checkbox"/>	Follow-up with any items from the IEP meeting that need to be addressed.
<input type="checkbox"/>	Share accommodations with all teachers.

Re-Evaluation

<input type="checkbox"/>	Meet with the team to review data and discuss plans to complete eligibility (Include parents in making decisions about testing or sufficient data).
<input type="checkbox"/>	Complete the Evaluation Data Review in Goalview with signatures.
<input type="checkbox"/>	If previous testing is sufficient, leave testing on Evaluation Summary Results and complete eligibility.
<input type="checkbox"/>	If testing, complete Prior Notice and Consent in Goalview and obtain signatures.
<input type="checkbox"/>	Notify members of the team once consent is obtained so that they can plan for their parts as needed.
<input type="checkbox"/>	Complete testing as required by the disability area team is looking into, including observations for SLD or ED.
<input type="checkbox"/>	Enter testing results into Evaluation on Goalview.
<input type="checkbox"/>	Hold eligibility meeting to review data and the team decides on whether specialized instruction is needed. Complete eligibility form and obtain signatures. (Parents receive a copy of the Evaluation and Eligibility)

Progress Reports

<input type="checkbox"/>	Goalview case manager updated.
<input type="checkbox"/>	1st quarter progress report complete and copy mailed/copy filed.
<input type="checkbox"/>	2nd quarter progress report complete and copy mailed/copy filed.
<input type="checkbox"/>	3rd quarter progress report complete and copy mailed/copy filed.
<input type="checkbox"/>	4th quarter progress report complete and copy mailed/copy filed.