

IEP CHECKLIST: Planning to Finish

Student Name: _____ Date of Birth: _____ Grade: _____

Handicapping Condition(s): P _____ S1 _____ S2 _____ Next IEP Due: _____ Next 3 YR Eval: _____

Placement: _____ Location: _____

Part One: Notice and Teacher Input Forms

_____ **Meeting Notice** parent contact + date set and notice sent at least 2 weeks prior: list parent contact date/method _____ []

_____ **Teacher Input Form** [] sent out [] collected

_____ **Meeting invitation to staff**

IEP Meeting

_____ **Participants** listed on IEP Cover page (either typed in or signatures)

_____ **Written Parent Agreement** between parent and district allowing required team members to be dismissed. [] Written input provided to parent on behalf of the absent member.

_____ **Presentation of Procedural Safeguards** to parent or student age 18 years or older.
(Must be most current edition. 2017-2018). Documented in the meeting notes + cover page
IEP of

_____ **Consideration of Special Factors** [] any 'yes' checks addressed in IEP
_____ **Present Levels of Academic Achievement and Functional Performance**

_____ **Secondary Transition**, if applicable

_____ **Statewide Assessment Page** [] Accommodations may be provided and listed for all assessments; [] ELPA box checked if applicable

_____ **District Assessment Page**

_____ **IEP goals with:** [] condition/situation [] measureable/observable action [] criteria

_____ **Service Summary** [] start and end dates double checked, location

_____ **Extended School Year Services** marked 'considered' only if there is documentation of regression and failure to recoup; + date selected for the team to reconvene in the future.

_____ **Placement Determination**

_____ **Meeting Minutes** completed with attendees, discussion, decisions, who takes what action

_____ **Prior Notice of Special Education Action** stating meeting was held and changes made, sent after the meeting

Copies made for:

- ☐ Parent
- ☐ DO
- ☐ Working File copies of IEP, Meeting minutes
- ☐ Originals in brown file, in correct placement

DO Copies in this order:

- ☐ Meeting notice
- ☐ IEP:
 - Coversheet
 - Special Factors
 - Present Levels of Performance
 - Participation in State Assessments
 - Participation in District Assessments
 - Goals or Goals and Objectives
 - Transition services if applicable
 - Service Summary with dates aligned
 - Supplemental Supports / Accommodations/Modifications
 - Non-Participation and ESY
- ☐ Placement determination with accepted/rejected reasons
- ☐ Meeting Minutes
- ☐ Prior Notice sent after the IEP meeting