

Student \_\_\_\_\_

IEP Due Date \_\_\_\_\_

### IEP Checklist

#### Before the IEP:

- \_\_\_\_\_ Check with all school personnel before you schedule a date with the parent
- \_\_\_\_\_ Record time and location of IEP on "Notice of Meeting"
- \_\_\_\_\_ Send a "Notice of Meeting" to all appropriate parties listed
- \_\_\_\_\_ Prepare IEP on GoalView - PLAAFP *must* contain baseline *data!*
- \_\_\_\_\_ Identify UAA goals, if applicable (L/A & Math for grades 1-12; Science for grades 4-12)
- \_\_\_\_\_ Prepare "Majority Rights" and "Termination" forms, if applicable
- \_\_\_\_\_ Obtain "Procedural Safeguards"; and "Transition" booklet, if applicable
- \_\_\_\_\_ Prepare LRBI documentation, if applicable (level 3 and 4 interventions must be updated yearly)

#### During the IEP:

- \_\_\_\_\_ Introductions
- \_\_\_\_\_ Review progress on past IEP goals
- \_\_\_\_\_ Sign off old IEP (mark placement on new IEP on GoalView)
- \_\_\_\_\_ Verify personal information
- \_\_\_\_\_ Offer "Procedural Safeguards"; "Transition" booklet, if Applicable
- \_\_\_\_\_ Discuss transition plan, if applicable, and proposed goals - make changes if necessary
- \_\_\_\_\_ Explain UAA goals or assessment information
- \_\_\_\_\_ Explain other content areas on IEP
- \_\_\_\_\_ Explain and sign behavior intervention forms, if applicable
- \_\_\_\_\_ All IEP team members sign IEP
- \_\_\_\_\_ Give copy of IEP to parent