

IEP REVIEW

STUDENT:	SCHOOL:	GRADE:
SE TEACHER/SERVICE PROVIDER:	SE TEACHER/SERVICE PROVIDER:	REGIONAL STUDENT: <input type="checkbox"/> YES <input type="checkbox"/> NO
PRIMARY DISABILITY:	SECONDARY:	District:

<p><u>DATE</u></p> <p>_____ A. In Preparation for Annual IEP meeting, compile final progress report data towards annual goals (and objectives if appropriate)</p> <p>_____ B. Send out Teacher Input form for Regular Ed. teacher to return prior to IEP meeting</p> <p>_____ C. Contact parent to set meeting date. Ask about parent concerns. Tell them about Parent Input form and ask them to complete it and bring to IEP meeting</p> <p>_____ D. Team Meeting Notice sent out.</p> <p>_____ E. Prepare final progress report for old IEP</p> <p>_____ F. Prepare Draft IEP or old IEP with annotations for changes to propose</p> <p>_____ G. Copy draft IEP or old IEP with your annotations for proposed changes for team members or arrange for a projected form so all members can see.</p> <p>_____ H. Document input and changes needed for IEP document Then complete the final document</p> <p>_____ I. IEP State Form</p> <p style="margin-left: 20px;"><input type="checkbox"/> Coversheet</p> <p style="margin-left: 20px;"><input type="checkbox"/> Special Factors</p> <p style="margin-left: 20px;"><input type="checkbox"/> Present Level of Educational Performance</p> <p style="margin-left: 20px;"><input type="checkbox"/> Transition page if needed</p> <p style="margin-left: 20px;"><input type="checkbox"/> State Wide/District Assessments</p> <p style="margin-left: 20px;"><input type="checkbox"/> Goals (Objectives if needed)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Service Summary</p> <p style="margin-left: 20px;"><input type="checkbox"/> ESY if needed</p> <p style="margin-left: 20px;"><input type="checkbox"/> LRE Determination page</p> <p>_____ J. Other:</p> <p style="margin-left: 20px;"><input type="checkbox"/></p> <p style="margin-left: 20px;"><input type="checkbox"/></p>	<p><u>DATE</u></p> <p>_____ K. Copies of IEP sent/given to parent(s) If parent(s) did not show for the IEP meeting, send a copy of the completed IEP with the form letter “Parent Non-attendance at IEP letter”.</p> <p>_____ L. Locked IEP and other forms in SEAS</p> <p>_____ M. Student Registry form on SEAS updated, then Saved to R drive in Gretchen’s folder under Each Sped Teacher’s folder</p> <p>_____ N. Email sent to ESD secretary with instructions to Retrieve Student Registry form to update SECC Manager program</p>
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