IEP Content Checklist:

⭘ IEP notice out 10-15 days ahead of meeting

⭘ Start a notes page to document parent contact in setting the IEP date

⭘ High School – send an IEP notice to transition students

⭘ Refer to newest MDT or Notice of Determination and not historical MDT in the recent evaluation section.

⭘ Cover NeSA, GOLD, ACT and NWEA in current evaluations section as applicable.

⭘ PLEF- base line data, intervention levels and current grades, etc. for educational progress

⭘ PE statement

⭘ Extra curricular accommodations statement

⭘ Measurable goal with baseline data

⭘ Transition goal- student statement

⭘ No “as needed” comments

⭘ Testing format /accommodations

⭘ Consult equals no goals and just a comment about it in top section of page 6

⭘ Monitor equals a goal and minutes of service.

⭘ Accommodations – only those that actually will be utilized

⭘ Parent signature on top and bottom of cover page

⭘ Provide parent with Notice of Change of Placement from initial MDT

⭘ Complete Initial Placement if first IEP

⭘ Consideration for re-evaluation paperwork due if coming up in next TWO quarters

⭘ Stamp finalized copy with date stamp of date sent to parents within 10-15 days of meeting

⭘ Update FTE sheet with services, IEP date, % etc. and take MIPS and Assessment Forms to Special Services Administrative Assistant

⭘ File copies in the students’ cumulative folder

⭘ Dispersal form signatures from regular classroom teachers

⭘ Send an IEP at a glance with the modifications/accommodations with the dispersal forms

⭘ Keep draft copy of IEP that has meeting notes on it

⭘ Order of filing forms in plastic folder

 1. IEP 4. Placements

 2. Progress Reports 5. Notices

 3. MDT/Notice of Determination 6. Old MDTs