

## IEP MEETING CHECKLIST

### Before the Meeting

- Determine required members of the IEP team:
  - Parent/guardian/adult student
  - Special education teacher
  - General education teacher
  - Principal/designee
  - When appropriate, the student
- Provide meeting notice to parent(s)/guardian/student, once mutually agreed upon time and place are established.
- Contact personnel that have related services responsibilities for the student regarding conference time and place.
- Maintain record of attempts to secure parental participation.
- Confirm:
  - Re-evaluation date from the eligibility minutes
  - Categorical identification from the eligibility minutes

### During the Meeting

- Welcome and introductions
- State purpose and time frame for meeting
- Explain Procedural Safeguards (for initial and annual IEPs)
- Confirm student's demographic information
- Refine proposed Present Level of Academic Achievement and Functional Performance (See PLAAFP Checklist)
- Address Transition to Adulthood and diploma status as appropriate
- Address mandatory considerations
- Refine proposed goals and objectives based on PLAAFP (See Goals and Objectives Checklist)
- Determine accommodations
- Address the need for any supplementary aids and services
- Establish needed special education and related services and transportation needs
- Consider ESY (See ESY Checklist)
- Document Least Restrictive Environment (LRE) decisions
- Determine how student will participate in state and division-wide assessment programs
- Secure written parental consent
- Provide copy of the IEP and corresponding Prior Written Notice (PWN) to parent/student
- Thank all participants

### After the Meeting

- Send PWN if it was not provided at the meeting.
- Obtain written parental consent if not provided at the meeting
- Implement the IEP
- Notify guidance of any schedule change
- Notify the student information manager (SIM) when there is a change to the student's level of service.
- File the original IEP in the student's cumulative record.
- Provide copies of accommodations or other relevant documents to all required parties.