

IEP Compliance Checklist

Student _____ IEP Meeting Date _____

Intervention Specialist _____

Original IEP Documents – MUST INCLUDE:

- Parent Invitation** - signed and sent **14 days** prior to meeting
- Team Invitation** - can be sent using different methods (via e-mail, using copies of the Parent Invitation, or using General Invitations)
- Participants:** Intervention Specialist, General Education Teacher, Child (if 14 or older), District Representative, Related Service Providers (if applicable)
- Attempts Page** - must include at least 3 documented attempts before you proceed with meeting
- Last IEP Progress Report** – previous goals must be reviewed at the beginning of the meeting (measurable data demonstrating mastery or progress made) - all participants initial this document
- PR-01** for Initial IEPs, Annual Reviews, Amendments and Adoption of Transfer IEPs
- EMIS At A Glance (IEP)** – accessed in the drop-down when clicking “print”
- IEP Compliance Checklist**
- Medicaid Consent Form – signed by parent, send in with IEP**
- AASCD Decision Making Tool (only used by teams considering eligibility)**
- Please “**COMPLETE**” the IEP in IEPA/Same Goal upon completion of IEP meeting. Forward **ALL** original documents to the Pupil Services office within **5 days** of meeting.
- Offer copies of “**A Guide to Parent Rights in Special Education**” and the **Jon Peterson/Autism scholarship letter** to parents at each IEP meeting

High School ONLY:

- Copy of **SAT/ACT** consent – if student does not have one on file or if changes were made to testing accommodations.
- Copy of **FERPA** Release for College Boards
- Document attempt if parent declines
- Is student exempt from the high stakes of passing **End of Course Exam(s) (EOC):**
 - ALG1** **BIO** **ELA1** **ELA2** **GEOM**
 - GOVM** **HIST** **MTH1** **MTH2** **PHYS**