

IEP TIME FRAME: SEPTEMBER 15TH - MAY 15TH

**ALL IEP paperwork (draft,pbsp, norep) must be completed 5 days prior to the IEP meeting date!
IEPs will be reviewed on Fridays.**

Case Manager:	Student:	IEP Meeting Date:	IEP Review Date:	IEP Finalization Date:
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RESPONSIBILITY BEFORE THE IEP MEETING:	COMPLETED CORRECTLY?	NOTES:
Scheduled IEP meeting: <ul style="list-style-type: none"> • Secured a date, time • Secured a location 	YES NO YES NO	
Contacted all IEP team members: <ul style="list-style-type: none"> • Sent outlook email invite to all members • Requested information to be sent at least 2 weeks prior to the IEP meeting • Received acceptance / decline for outlook invite for team members 	YES NO YES NO YES NO	
IEP Invite: <ul style="list-style-type: none"> • Included all names of active IEP team members • Sent home the document for signature • Finalized document in IEP etc. 	YES NO YES NO YES NO	
Excused Members: <u>(MUST</u> be sent same day as invitation) <ul style="list-style-type: none"> • Included all names of excused IEP team members • Sent home the document for signature • Finalized document in IEP etc. 	YES NO YES NO YES NO	
IEP Draft: <ul style="list-style-type: none"> • Checked the proposed IEP with the OneNote checklist • Sent a proposed IEP home to parents 1 week prior to the IEP meeting (use watermark "DRAFT") • Made any revisions recommended from the SEC prior to the IEP meeting date 	YES NO YES NO YES NO	

Progress Monitoring of Quarterly Reports: <ul style="list-style-type: none"> ● Reported on goals from the previous IEP <ul style="list-style-type: none"> ○ IEP etc: must be done in the system ○ Hard copy: write on it and upload as outside document ● Lock the document in IEP etc. 	YES NO YES NO	
ESY Checklist: <ul style="list-style-type: none"> ● Complete the ESY checklist in IEP etc. ● Lock the document in IEP etc. 	YES NO YES NO	
Printed Documents to take to IEP Meeting: <ul style="list-style-type: none"> ● IEP invitation (if not signed & returned by parents) ● Excused Members (if not signed & returned by parents) ● Procedural Safeguards (copies available in DO) ● MA Notice ● MA Consent ● IEP draft (1 copy only to give to parent if needed) ● Behavior Plan (if applicable) ● NOREP (if ELANCO student only) 	YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO	

RESPONSIBILITY DURING THE IEP MEETING:	COMPLETED CORRECTLY?	NOTES:
Invites / Excused Members: <ul style="list-style-type: none"> ● Got signatures if not done before meeting date 	YES NO	
MA: <ul style="list-style-type: none"> ● Parents signed the MA notice (Annually) ● Parents signed the MA consent (Initial) 	YES NO YES NO	
Procedural Safeguard: <ul style="list-style-type: none"> ● Offered Procedural Safeguards ● Parents signed Procedural Safeguards 	YES NO YES NO	
Initial Page: <ul style="list-style-type: none"> ● All team members signed / dated the attendance page ● IF there are excused members, you write "excused member" on the attendance page 	YES NO YES NO	

Additional Parent Signatures: <ul style="list-style-type: none"> • 10 Day Waiver (if applicable) • Age Waiver Statement 	YES NO YES NO	
IEP meeting: <ul style="list-style-type: none"> • Set up the environment for the meeting (projector, paperwork, pens, etc) • Introduced all team members • Projected data (VBMAPP, graphs) to speak about the student progress • Gave a summary of the IEP instead of reading it verbatim from the IEP • Answered parent questions with clarity • Addressed every section of the IEP • Made notes of changes that need to be made after the IEP meeting 	YES NO YES NO YES NO YES NO YES NO YES NO YES NO	
NOREP: <ul style="list-style-type: none"> • Present NOREP for signature • Received a copy of the NOREP from contracting district 	YES NO YES NO	
Contact: <ul style="list-style-type: none"> • Email Juanita Kreider about MA start date 	YES NO	

RESPONSIBILITY AFTER THE IEP MEETING:	COMPLETED CORRECTLY?	NOTES: MUST BE COMPLETED WITHIN 5 DAYS WILL RECEIVE APPROVAL NOTICES ON FRIDAY!
IEP revisions: <ul style="list-style-type: none"> • Made any revisions from the IEP meeting 	YES NO	
Contacted parents: (if not in attendance) <ul style="list-style-type: none"> • Spoke with parents to report the information presented at the IEP meeting • Sent NOREP home for signature 	YES NO YES NO	
Locked Student Data: <ul style="list-style-type: none"> • Scanned the paperwork to yourself • Renamed the paperwork PDF • Verified all forms in IEP etc. <ul style="list-style-type: none"> ○ ER / RR 	YES NO YES NO YES NO	

<ul style="list-style-type: none"> ○ IEP Invitations ○ Excused Members Form ○ MA Consent ○ IEP with signature page ○ PBSP (if applicable) ○ ESY checklist ○ Progress report (if a hardcopy) 	<p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p>	
<p>Send to DO:</p> <ul style="list-style-type: none"> ● Entire documents including the <u>ORIGINAL</u> signature page are sent via interoffice mail to Carol Fritz at DO ● Placed note on paperwork if contract student <ul style="list-style-type: none"> ○ "contract student" 	<p>YES NO</p> <p>YES NO</p>	
<p>Send home to parents:</p> <ul style="list-style-type: none"> ● Copy of ER / RR with signatures ● Copy of IEP with signature page ● Copy of IEP invitations / excused members form ● Copy of PBSP ● Copy of Progress Report 	<p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p>	

YOUR ADVANCED PLANNING, ATTENTION TO DETAIL, TIME, EFFORT, AND HARD WORK IS GREATLY APPRECIATED!

THANK YOU FOR A JOB WELL DONE!