

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 NSCAS, GOLD, ACT and NWEA in current evaluations section as applicable.**
- **PLAAFP- 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**
- **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
2. Progress Reports
3. MDT/Notice of Determination
4. PW Notices
5. Old MDTs
6. Old IEPS