

Guide to IEP Checklist

___ 4-6 weeks prior to due date, schedule IEP meeting with Parents and other service providers/teachers.

___ Contact all service providers and teachers for input of their measurable IEP goals and objectives.

___ Reach out to parents for what they see for their child within the next school year.

___ Complete the transition page with the student. If you are an advocate of 'I'm Determined', have students start working on this, or have them practice reading/sharing their transition plan.

___ Draft all IEP goals (with all input provided). Make sure they are measurable and objective.

___ 1 week prior to meeting, send goals home for review and approval (may need a few back and forth emails but this extra step helps the meeting run more smoothly).

___ Gather necessary county/state paperwork to share with parents (diploma options, age of majority, etc. or your county's equivalent)

___ Gather data on previous goals as well as work samples to bring to meeting in case parents request it.

___ Draft (in Word) the Present Level of Performance page, proposed service hours, classes for next year or any other pertinent information that you are proposing at the IEP. This can be copy and pasted over to the actual IEP document at the meeting.

___ 1 day prior, send a friendly reminder email to the team for the meeting.

___ Prepare a cover sheet for the meeting and don't forget first thing at the meeting is introduce the team members!