



B-13 Compliance Checklist Guide at a Glance

The intent of the *B-13 Compliance Checklist Guide at a Glance* is to provide the reviewer with quick access to verify an item is compliant. More comprehensive guidance for determining compliance on the B-13 Checklist can be found in the [SPP B-13 Manual \(2020-2021\)](https://training.catamaran.partners/b-13-secondary-transition) located on the Catamaran Training Website (<https://training.catamaran.partners/b-13-secondary-transition>).

Federal Reporting Compliance		
Item #	Question	What to accept
1	Was the student invited to the IEP Team meeting where transition services were discussed? §300.321(b)	Invitation, email, log of verbal invitation, sign in on IEP, or evidence of participation in IEP if no sign in sheet
2	Was there prior written consent of the parent or student, who has reached the age of majority, to invite an agency? §§300.9; 300.321(b)(3)	The date of written consent must not be after the date of the invitation. Consent is always in writing and must include the signature from the person granting consent.
3	Was a representative of any participating agency likely to be responsible for providing or paying for transition services invited prior to the IEP Team meeting? §300.321(b)(3)	Invitation to agency with prior consent; invitation with agency listed as participating in the meeting; check date of written consent to ensure it is prior to the date the invitation was sent
4	Were the postsecondary goals based on age appropriate transition assessment? §300.320(b)(1)	Listed transition assessment(s) or description of assessment process (e.g., Discovery, Positive Personal Profile)
5	Did the IEP include a measurable postsecondary goal? §300.320(b)(1)	Must be an outcome after completing school. The use of the word "will" is not required.
6	Were the postsecondary goals updated annually? §300.320(b)	Current IEP date
7	Did the IEP include transition services to reasonably enable the student to meet his or her postsecondary goals? §§300.43;300.320(b)(2)	At least one transition service is listed.
8	Did the IEP include courses of study to reasonably enable the student to meet his or her postsecondary goals? §300.320(b)(2)	MMC or Certificate of Completion is included
9	Were there annual IEP goals related to the student's transition services needs? (Measurement table for APR reporting)	An annual goal is listed and relates to the transition services needs/postsecondary goal