

ANNUAL REVIEW/ELIGIBILITY DETERMINATION PROCEDURAL CHECKLIST

For ages 13+

CASE MANAGER: _____

MONTH: _____

STUDENT NAME	
DETERMINATION OF STUDENT REPRESENTATIVE	
NOTICE (Should be at least 7 days prior to meeting)	
Invite Student on Notice and include that transition will be discussed	
If Student is 15 - Mark postsecondary agency invited or mark not needed	
RECORD OF CONTACTS (DOCUMENT ALL PARENT CONTACTS)	
Notice Of Proposed Action Letter - if parent does not participate	
PROCEDURAL SAFEGUARDS (Given and documented)	
CONFERENCE SUMMARY (CS)	
LRE documented in CS notes	
CONFERENCE SUMMARY MARKED COMPLETE in IC	
IEP COMPLETE (within one year of previous IEP)	
PLEP complete with baseline data	
PLEP includes adverse effect statement	
Goals and objectives are measurable and match PLEP	
Accommodations supported in PLEP	
Student's placement matches LRE (LRE on IEP and CS are the same)	
IEP date matches service dates	
ESY is discussed & documented	
Attach monitoring and Progress Report with previous IEP	
IEP/CS MARKED COMPLETE IN IC	
SPECIAL ED. FLAG APPEARS IN IC	
TRANSITION (Address when student is 13)	
Transition PLEP is Complete	
Transition (14) Section Complete in IEP	
ILP and Multi-year Course of Study updated and in folder	
Consent for Transition Planning in file prior to inviting agencies	
Transition Assessments and Surveys updated and dated	
By Age 16 Postsecondary goals addressed (Education/Employment/Independent Living)	
Addressed Age of Majority (Do when they are 16)	
ALL PAPERWORK COMPLETE AND GIVEN/MAILED TO PARENTS WITHIN 3 DAYS	
SPECIAL FACTORS (IF APPLICABLE)	
Behavior Intervention Plan complete and filed with IEP if applicable	
Participation Guidelines for Alternate Portfolio filed with IEP if applicable	
Special Transportation Forms complete - filed w/ IEP and sent to CO	
ELIGIBILITY (IF APPLICABLE)	
2 Behavior Observations in File	
Consent to Evaluate/Reevaluate complete	
Modified re-eval or full report in file (modified/eligibility attached to CS)	
Disability/Eligibility documented in Conference Summary	
Document performance is significantly and consistently below in CS	

