Checklist for turning in IEPs 1. Copies to building Secretary 2. Originals to Katy Richards

	RIEP/ IIEP Checklist		TIEP Checklist		NIEP Checklist		AIEP Checklist
	EMIS form - initials of district representative to show they have reviewed for correct information printed.		SPF - Student Placement Form		SPF - Student Placement Form		SPF - Student Placement form for change of placement amendment , addition or removal of any services or other.
	Parent Invitation signed		Copy of incoming IEP		Copy of incoming IEP		PRO1 - completed stating the Amendment changes
	Documentation of attempts for invite		EMIS Form		PR01 - State that current IEP will be served to address their child's needs and new IEP will be written as soon as possible.(Should be less than 30 days if not make sure you speak with Student Services Director. Make sure to note the reasons for not accepting the IEP.(i.e. dates are not compliant, etc.)		Copy of front page with amendment list and Signatures/Initials of team. * Get signatures with title if they are new to the IEP.
	Medicaid form signed if needed for new or returning student.		PR01		Signed Medicaid form		Copy of pages in IEP where changes were made
	IEP - With all required signatures of team and related service.		Signed Medicaid form- Even if a returning student.		Complete new IEP within 30 days or less if at all possible.		Copy of parent consent page for a change of placement with parent signature.
	PR01-with notes from meeting		Copy of pages for transfer IEP.				EMIS form
	Excusal form if used						
	Transition section completed age 14 and older						
	Progress report from last IEP if RIEP must also be turned in when it is a review IEP.						
	SPF - change of placement, adding or removing related service, Exiting - Moved/Graduated/Other** Please highlight changes and make sure these are noted in the profile of the IEP and on the PR01.						
	If considering Alternate Assessment you must turn in the Participation Decision Making Tool - New as of October 2020. Turn in whether it turns out to participate or not. Speak with Student Services Director prior to reviewing the documentation for guidance.						