



# Case Conference Checklist for Teachers of Record and Public Agency Representatives

**Student Name:** \_\_\_\_\_ **CC Date:** \_\_\_\_\_

- Procedural Safeguards/Verbal Summary-** Document in IEP Notes
- Introductions of Case Conference participants-** Document in IEP Notes
- Verify student/parent demographic information (Address, DOB, etc.)**
- Strength of student-** Input from student, parent, general education teacher- Document in IEP Notes
- Concerns of student-** Input from student, parent, general education teacher- Document in IEP Notes
- Progress Monitoring Data Review-** Ensure data is explained in a grade equivalent manner, passing scores, progress towards annual goals, informal classroom data, etc.
- Present Levels of Performance-** Narrative form covering multiple domains (do not copy and paste teacher email responses)
- Confirm student's current eligibility**
- Behavior Plan Review-** Update interventions for current IEP- Document in IEP Notes discussion of successful and unsuccessful behavior interventions
- Transition Plan- Students age 14 or older-** Discuss assessments given this school year, student input, transition goals, and services- Document in IEP Notes
- State Assessments and Accommodations-** Review to determine if accommodations are still accurate
- Goals-** Review and determine changes to goals that are appropriate- Document in IEP Notes
- Services-** Special Education and Related Services- Document in IEP Notes
- Transportation-** Review if the needs are the same as non-disabled peers (Students with an IDT are not eligible for transportation)
- ESY determination-** Document in IEP Notes



DEPARTMENT OF SPECIAL EDUCATION

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- LRE and Harmful Effects-** Ensure the minutes are correct and the LRE is updated for the next IEP
- Summary of Performance-** (if applicable for exiting students)
- Discussion of when the IEP will be mailed to parent-** IEP must be received by parent within 10 business days of case conference.
- DOE Parent Survey**