

## **Annual Case Conference Procedure Checklist**

### **Prior to the CC:**

- \_\_\_\_1. Call parents to schedule the meeting. (Make sure the time works with a PAR in the building). Consider schedules of related service providers and contact.
- \_\_\_\_2. Document parent contact in the Communications Tab in IIEP.
- \_\_\_\_3. Create the meeting notification in IIEP and send home. Document in the Communications Tab in IIEP. Obtain excusals if needed.
- \_\_\_\_4. Email teachers and related service providers for present level information and to let service providers know about the cc.
- \_\_\_\_5. Pull students to complete the transition assessments
- \_\_\_\_6. Pull data for the progress monitoring box in IIEP (attendance, grades, goal progress, credits, ISTEP/ILEARN scores, referral data, etc).

### **IIEP Prior to the CC: (erase old information, update with new)**

- \_\_\_\_7. Update the progress monitoring box with data.
- \_\_\_\_8. Update present levels (see guidance document)
- \_\_\_\_9. Complete the transition page on IIEP based on transition assessments given.
- \_\_\_\_10. Update the accommodations page with proposed accommodations (daily and assessment)
- \_\_\_\_11. New proposed goals based on the present levels of performance.
- \_\_\_\_12. Update proposed services and rationale for services.
- \_\_\_\_13. Update LRE and potentially harmful effects
- \_\_\_\_14. Check instructional minutes on the LRE page.

### **At the CC or after the CC: (Follow the ACR checklist to review each part of the IEP)**

- \_\_\_\_15. Update parent concerns, additions to student strengths
- \_\_\_\_16. Make any adjustments to goals, provisions, and LRE based on cc decisions. Generate a new transportation form if special education transportation is being provided next school year.
- \_\_\_\_17. Create the eligibility event on the Eligibility page in IIEP if this is an ACR or Reevaluation Review.
- \_\_\_\_18. Add case conference notes.
- \_\_\_\_19. Have parent complete the parent survey if this is an annual
- \_\_\_\_20. Finalize the IEP and send home/hand to parents within 10 business day (maximum)