



Amanda-Clearcreek Local Schools

Dr. Timothy Edwards, Superintendent
328 East Main Street
Amanda, Ohio 43102

IEP/ETR Submission Checklist

Student Name _____ DOB: _____

- EMIS Page from Same Goal
- Parent Absence letter/Documentation of attempts to contact (3 contacts, 3 different ways)
- Parent Invitation (copy signed by the parent, signed by the student if 14+)
- IEP (Sections 1-14)/ETR all sections (Parts 1-5) and all signatures
- Team Member Excusal (Only if a required member of the team is not in attendance (IS, Gen Ed teacher). Parents should be notified in advance if possible.
- 14+ Excusal if not attending IEP meeting
- Prior Written Notice (PR-01) pre-meeting.
- Prior Written Notice (PR-01) post meeting.
- Foster Placed/Open Enrollment information. DOR: _____
- Guide to Parent Rights Signature page or date provided to the parent
- Scholarships signature page
- Vision/Eye Exam Signature form only if initial IEP
- Medicaid Program Signature page
- Summary of Performance
- Schedule Next Year's IEP meeting. Date of next meeting: _____

Intervention Specialist

Date