# IEP Checklist

Student Name:

Case Manager:

Coordinator:

Current Due Date:

Previous Due Date:

**Please use this checklist to self-check your IEP for accuracy. Check off each item as it is completed.**

## SECTION 1

### Student Information

- ❑ Is the student's name accurate?
- ❑ Are the Gender, Birthdate, Grade, MARRS Number correct?
- ❑ Are the primary home and child's language boxes filled in?
- ❑ Is the interpreter required box checked yes or no?
- ❑ Are the school of enrollment, providing district, and resident district accurate?

### Parent Information

- ❑ Is the parent information filled out for both parents or appropriate guardian(s)?
- ❑ Name
- ❑ Relationship
- ❑ Address
- ❑ Home phone
- ❑ Cell Phone
- ❑ Work phone
- ❑ Email

**IEP Information**

- ❑ Is the case manager's name correct?
- ❑ Is the case manager's school email filled in?
- ❑ Is the case manager's school phone number filled in?
- ❑ Is the type of IEP updated? (Be sure to change from initial to annual if needed. Remember interim IEPs should be used for students coming from out of state until a new evaluation is completed.)
- ❑ Is the primary disability correct? (Be sure to watch for categorical changes.)
- ❑ Does the federal setting match service grid minutes?
- ❑ If applicable, enter a new date for federal setting change during the duration of IEP. (This is mostly applicable for ECSE.)

**Progress Reporting**

- ❑ Choose the dropdown that is applicable to your district's progress reporting frequency

**IEP Team Membership**

- ❑ Are all required team members listed?
- ❑ Parent (Be sure to include both parents or other guardians.)
- ❑ General Education Teacher
- ❑ Qualified District Representative (licensed to supervise SPED or licensed to provide service)
- ❑ Special Education Teacher licensed in the student's disability if different than case manager
- ❑ Case Manager
- ❑ Student if in grade 9 or above
- ❑ Other service providers as applicable

## SECTION 2

**Present Levels**

- ❑ Does the IEP include present levels for Reading?
- ❑ Does the IEP include  present levels for Math?
- ❑ Does the IEP include present levels for Written Language?
- ❑ Does the IEP include present Levels for Transition: Post Secondary Education, Employment,

Independent Living?

- ❑ Is there a "Needs" statement that relates to the goal?

## SECTION 3

### Goals

- ❑ Do all goals have measurable baseline data?
- ❑ Do all goals have a target or benchmark to achieve?
- ❑ Are all the goals written in the format: Student will (increase/decrease/maintain) their ability to _____ from a level of_____ to a level of_____ through (means to teach the goal)?
- ❑ Are all objectives written in the format: Given (conditions) student will (list skill) (list Criteria)?
- ❑ Is there a statement for how progress will be measured?

## SECTION 4

### Transition

- ❑ Are Transition goals written in this format: After High School, Student will_____.? (Do not add additional information that tells a story. That can be done on the present levels page at the beginning of the IEP.)
- ❑ Is the course of study spelled out? (Do not use wording such as "Electives".)
- ❑ Are two years course of study listed? (There must be the current year and one **projected** year listed in section B.)
- ❑ Is the anticipated date of graduation filled in?

## SECTION 5

### Transition

- ❑ Are Transition services filled in? (section C)
- ❑ Were the student and parents informed of the transfer of rights prior to the student's 17th birthday?

## SECTION 6

### Services

- ❑ Are there 14 days BETWEEN the date on the PWN and the service start day?
- ❑ Is the frequency filled out?
- ❑ Are indirect and direct minutes listed?
- ❑ Is the location of services correct? (SPED Room/Gen. Ed./Homebound)
- ❑ Is the paraprofessional support section filled out?
- ❑ Is there a statement for Assistive Technology even if selecting "No"?
- ❑ Is special transportation checked? If yes, use code 3.
- ❑ Is the interpreter needed box checked?
- ❑ Is the extended school year checked? If more data needed is checked, IEPs must be amended before ESY starts to add it or take it out.
- ❑ Does the LRE match the service grid?
- ❑ Does the LRE state what the child will be missing in Gen ed. if being pulled out?
- ❑ Does the LRE state why the student needs pull out services?

## SECTION 7

### Modifications

- ❑ Do all statements avoid using wording such as "May or when needed"?

### Supplementary Aids and Services

- ❑ Is there a statement either saying what the aids and services are or a statement saying that none are needed?

### Program Supports for School Personnel

- ❑ Are program supports listed?
- ❑ If none needed, add a statement that none are needed.

## SECTION 8

**State Assessments**

- ❑ Is the correct box checked for whether they need accommodations or not?
- ❑ If MTAS is selected, is there a statement explaining why this is more appropriate?

**English Language Proficiency**

- ❑ If the student is an English Language Learner, is this section filled out?
- ❑ If the student is NOT an English Language Learner, use the drop down as Not Applicable.

## SECTION 9

**District Wide Assessments**

- ❑ Is the box checked for "ARE or ARE NOT" given?

**Parental Notification of Alternate Assessment**

- ❑ If not using district assessments for the student, is this box checked?

**FINALIZE THE IEP**

- ❑ Did I validate the IEP?
- ❑ Did I finalize the IEP?

**NOTICE OF TEAM MEETING**

- ❑ Is the Notice of Team meeting filled out?
- ❑ Is the Notice of Team Meeting finalized?

**PRIOR WRITTEN NOTICE**

- ❑ Is there a Prior Written Notice to go along with the IEP?
- ❑ Is the Prior Written Notice dated on or after the IEP meeting date?
- ❑ Are there 14 days between the date on the PWN and the services start date on the IEP?
- ❑ Is the signature page of the PWN scanned and uploaded into History? If no signature has been

received after 14 days, make a note on an unsigned copy that "No signature has been received and the IEP has been implemented after 14 days.

- ❑ Did I finalize the PWN?

**TIMELINES**

- ❑ Did I meet the annual timeline for the meeting date?
- ❑ Did I meet the annual timeline for services start date?
- ❑ Are services continuous with no gap?
- ❑ Did I update the IEP after the most recent evaluation/re-evaluation?