

IEP File Review Checklist

- ✓ **Sign into the ESSU Data Management System (DMS).**
- ✓ **Click on Documents and select School Year 2026-27.**
- ✓ **Open the 2026-27 IEP Record Reviews Letter to determine required number of IEPs in each age category.**
- ✓ **From AU Tasks Dashboard 2026-27, click on Data Entry under Standard Record Reviews.**
- ✓ **From the Standard Record Review Collection Dashboard, select age category and Export Student List.**
- ✓ **Identify students on your list with active IEPs dated between April 1, 2026 and May 3, 2027.**
- ✓ **In the DMS, request alternate students for those that:**
  - **Are no longer in the AU's jurisdiction**
  - **Are no longer receiving special education services**
  - **IEP meeting will be held after May 3, 2027**
  - **No longer have an early childhood IEP**
- ✓ **Upload IEP documents to the DMS for selected students.**
- ✓ **Complete full record review in the DMS by May 3, 2027.**

Important: At 5:00 PM May 3, 2027, the data submission window closes and your access to these files in the DMS will be locked.

Requests to reopen the files after the deadline will result in one point lost for Accurate and Timely Submission of Data on the Compliance Matrix for 2027 AU Determination.