Checklist For Annual IEP Meeting

PRIOR TO MEETING

- Schedule meeting with parent and team members. Complete an invitation to a meeting in Easy IEP. Distribute copies to parent and/or guardian and team members. You must give a 10 day notice of meeting.
- Complete a Brigance to update present levels of performance. Collect any progress monitoring data, Universal Screener/Benchmark assessments, etc. for use in Present Levels of Educational Performance. (PLEP)
- Write a “draft” IEP using current present levels of performance using including Brigance, Key Math, Woodcock Reading scores, progress monitoring data, Universal Screener/Benchmark assessments, etc. Present Levels of Performance (PLEP) should be current, descriptive, detailed, written in narrative form, not just grade-equivalent scores. Archive all out-of-date assessments. Do not include cognitive scores on PLEP—cannot address it as exceptional/not exceptional. Goals should be skill specific with clearly defined performance criteria (measurable). Short term objectives/benchmarks are required only for students assessed with alternate assessment or case-by-case basis.
- Remind all team members of upcoming meeting.

MEETING

- Introduce team members.
- Review procedural safeguards and offer parents a copy. This will be documented on the last page of the IEP.
- Update ALL student information in Easy IEP.
- Review and discuss current scores, progress monitoring data, Universal Screener/benchmark assessment, goals, and objectives (if appropriate). Solicit input from team members.
- Print “final” copy of the IEP and sign.
- Using Easy IEP, complete a prior written notice if applicable (change in placement).
- Give parents a “final” copy of all documents.
- Prepare a copy of all “final” documents for the student’s school file.
- Prepare the following to be sent to Central Office: Page 1 of the IEP, hours of service page, signed copies of the IEP, and census form. Select documents will be uploaded into EasyIEP.