Checklist for Eligibility/IEP Meeting

PRIOR TO MEETING

- Give the parent a call to remind them of the meeting that was scheduled during the permission meeting. Also, remind all appropriate team members.
- If a meeting has not been scheduled, contact the parent and team members to arrange one and print out an invitation using Easy IEP at least ten days prior to the meeting. Send an invitation and a prior written notice to the parent and appropriate team members.
- Communicate with school psychologist. Complete a Brigance in deficit area(s) if it appears that the student is going to be eligible. Request RTI-2 documentation to review specific skill deficit areas.
- **If it appears the student will be eligible, contact CO to complete “Status of Service” in Easy IEP.** No documents will finalize until this is done.
- Write a “draft” IEP using Brigance scores, RTI-2 Data, Universal Screener and Benchmark scores, etc. Measurable Annual Goal (MAG) will address skill deficit areas. Short term objectives/benchmarks are required for students who will be assessed through alternate assessments. They may be used for other students on a case-by-case basis.

MEETING

- Introduce all team members.
- Offer a new Notice of Procedural Safeguards Handbook. These should always be offered, but a handbook and review of rights is only required once a year.
- School Psychologist will review the assessment data
- Determine eligibility. Complete an eligibility form on Easy IEP and have all team members sign.
- Review the “draft” IEP written by the SE teacher. Solicit input from team members on all areas of the IEP.
- Complete a prior written notice and review with parent.
- Print out completed IEP for signatures of all team members.
- Give parents a “final” copy of eligibility documentation, IEP, and prior written notice.
- Prepare a copy of the eligibility, assessment documentation, IEP, and prior written notice for the student’s school file.
- Prepare the following to be sent to Central Office: Copy of psychological assessment, eligibility, assessment documentation, page 1 of the IEP, hours of service page, signed copies of the IEP, and census form. Select documents will be uploaded into EasyIEP.