

# How To Open an IEP for ANNUAL REVIEW

- Sign into SESIS
- On left side, Quick Access box, Search Student
- Click on the link that looks like a little piece of paper
- Link takes you to Documents for \_\_\_\_\_NAME\_\_\_\_\_ (OSIS #)
- Click on drop-down CREATE NEW DOCUMENT, scroll to NOTICE OF IEP MEETING and click GO
- A box will pop up that says New Notice of IEP Meeting – click on advanced>>>
- A new window opens. Make sure these sections are checked....

**New Notice of IEP Meeting Setup**

Document **Draft: Notice of IEP Meeting for [redacted]**

For Year: 2018-19

Label/Comment:

**Include which sections?**

☒ Selection Screen

☐ Notice of IEP Meeting: Initial

☒ Notice of IEP Meeting: Reevaluation/Annual Review

☒ Meeting Notice Response

☒ Mail To: Cover Sheet for 8 1/2 x 14 Envelope

- Click NEW and the Notice will open.
- Make sure the drop down says ANNUAL REVIEW
- Save, Done Editing
- On the left you will see SELECTION SCREEN, roll cursor over it and **Notice of IEP Meeting: Reevaluation/Annual Review** will appear.
- Click on it to open the notice.
- Complete the form making sure to change the ADDRESS of the MEETING LOCATION.
- Save, Done Editing.
- Follow these steps that appear above the Notice:

Click "Send/Print Letter" to print the following:  
1. Notice of IEP Meeting for Reevaluation/Annual Review

• If the parent or district approves the request to excuse a mandated IEP member whose areas of curriculum or related service will be discussed at the meeting the excused member's written input is required 5 days prior to the IEP Team meeting.

• [Click here to finalize the Notice of IEP document.](#)

- Complete the event that opens when you click Send/Print Letter.
- When letter is Sent/Printed, Set Document to FINAL
- Once the Notice is finalized, click the link that says CLICK HERE TO DEVELOP IEP.

**The IEP is now OPEN!**