

IEP ANNUAL REVIEW MEETING CHECKLIST

UPDATED SEPTEMBER 2017

1. Confirm the annual review deadline in SESIS
 - Double check whether the student is due for a triennial this year. If possible, collapse the annual and the triennial into one meeting
2. Identify all staff members who will need to participate in the meeting, and who will have input in creating the student's new IEP
3. Post the date and time of the IEP meeting on your site's IEP calendar
4. If your student will be 11 this school year, complete the Level One Vocational Assessment interviews (Student, Teacher, and Parent)
 - Fax these interviews into SESIS as Document Related to the IEP
5. Create the Notice of IEP
 - Finalize the Notice, Print it, and record an event that you've sent it home
6. Inform all related service providers and your UT of the IEP meeting date and time
7. Open the new Annual Review
 - Begin completing all sections of the IEP
 - Follow the P352X IEP Guiding Questions document to ensure you've completed each section correctly
 - Collaborate with related service providers to complete all sections of the PLOP and write annual goals; ensure that related service providers include their mandates in the IEP
 - The IEP should be completed before you hold your meeting – no sections should be left blank!
8. Conduct parent outreach (at least two additional outreach attempts) to confirm that they will be attending the meeting
 - Record each of your outreach attempts in SESIS as an event. You must have at least three outreach attempts recorded as events in SESIS
9. Print the SESIS Attendance Page
10. Print the Fax cover sheet for the Attendance Page
11. Hold the IEP Meeting
12. Make updates to the IEP
 - What concerns did the parent discuss at the meeting?
 - Were there any changes made to your draft IEP, as a result of the discussion at the meeting?
13. Fax the signed attendance page into SESIS
14. Review the IEP with your UT and/or Data Coordinator
 - Make any necessary updates to the IEP
15. Finalize the IEP and send it home to the parent
 - Record sending the IEP home as an event in SESIS
16. Create, complete, and finalize the PWN
 - Record sending the PWN home as an event in SESIS
17. Complete Chapter 408 forms, reflecting the student's new IEP
 - Complete the Teacher and Related Service Provider Verification Form
 - Complete the Paraprofessional Verification Form
 - Submit the completed forms to your Unit Teacher