

# IEP Checklist

\_\_\_\_\_  
Student's name

Meeting Date \_\_\_\_\_

Three weeks prior to meeting = \_\_\_\_\_  
Date

- \_\_\_\_\_ Start IEP in Excent
- \_\_\_\_\_ Phone Parent to OK date/time
- \_\_\_\_\_ Send NOM and questionnaire to parents
- \_\_\_\_\_ Email Teacher Input request with date & time of IEP.
- \_\_\_\_\_ Teacher Input is due in ONE week \_\_\_\_\_

Two weeks prior \_\_\_\_\_

- \_\_\_\_\_ Send out email to SPED team
- \_\_\_\_\_ Send request to Becky/Kindra (teacher coverage-initials only)
- \_\_\_\_\_ Collect Teacher Input (or email warning of Friday)

One week prior \_\_\_\_\_

- \_\_\_\_\_ Work on IEP in Excent
- \_\_\_\_\_ Complimentary reminder (NoM to parents)
- \_\_\_\_\_ Email to all involved (just date/time of meeting)

Day before:

- \_\_\_\_\_ Send email/or call confirming meeting (parents & staff)
- \_\_\_\_\_ Print IEP

AFTER: Finalize & Copy signature page (for copies)

- \_\_\_\_\_ Copy of IEP to parent
- \_\_\_\_\_ Signature page & Checklist to District
- \_\_\_\_\_ Snapshot to teacher
- \_\_\_\_\_ New goals & PM & calendar