**Annual IEP Review Checklist**

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| **Prior to IEP Meeting:** | |
|  | Notice of Meeting (sent to parents 10 days prior to meeting) |
|  | IEP updated and reviewed |
|  | Teacher Input (email or hard copy) |
|  | Parent Input (email or hard copy) |
|  | Email IEP meeting date/time to Principal, Counselor, Teachers, School Psych, Related Service Providers, Agencies Involved, Vocational Coordinator, etc.) |
| **Paperwork for IEP Meeting:** | |
|  | Notice of Meeting |
|  | Teacher Information Page |
|  | Student Working File |
|  | Student’s Progress (Current Grades, Class Schedule, Transcript, Formal Test Scores, Teacher Input, etc.) |
|  | Forms to Bring Along to IEP Meeting:   * Parent Rights (Last Updated August 2010) * IEP Staffing Report/Notes Form * IEP Signature Page * Prior Written Notice Form (if substantial change in services and/or placement): * Identification * Special Education/Related Services * Educational Placement * Request for Consent   Additional Forms/Information needed for Transition Students (Ages 14+):   * Permission to Invite Agency to IEP meeting (Ages 14+) * Kansas Rehabilitation Services (KRS) Application and Release of Information- Please do not use old forms. (Ages 16+) * Transfer of Rights Form (Age 17) |
| **Paperwork to send to ECKCE Office (please send originals):** | |
|  | Notice of Meeting |
|  | Teacher Information Page |
|  | IEP Signature Page |
|  | IEP Staffing Report/Notes Form |
|  | Prior Written Notice Form (Notification of Change) |
|  | Permission to Invite Agency to IEP meeting (Ages 14+) |
|  | Any Release of Information Forms |
|  | Transfer of Rights Form (Age 17) |

**\*\*Note- Ages 14+ Please review IEP and Requirements for Indicator 13 to ensure compliance\*\***