

EAST CENTRAL KANSAS COOPERATIVE IN EDUCATION

ECKCE IEP Paperwork Checklist

Student Name: _____ **Primary Provider:** _____

____ Scan Documents into Webkidss (**IEP Packet/Date**), (**Amendment Packet/Date**), (**Name of Individual Document/Date**)

____ Put originals in envelope or folder indicated by school psychologist in each building

At the conclusion of an Annual IEP meeting that may include an Evaluation or Reevaluation :	
	IEP Paperwork Checklist
	Notice of Meeting [form KS101-SB]
	IEP Signature Page
	Completed Progress Reports from previous IEP
	IEP Staffing Report/Notes Form
	Prior Written Notice Form (Notification of Change) [form KS103]
	Signed Medicaid Form [form WK8080; prints automatically with IEP]
	Any Release of Information Forms (Titled Example: <i>Release of Info.KVC/9-1-21</i>)
	Permission to Invite Agency to IEP meeting (14+)
	Transfer of Rights Form (17+)*
	Permission to Evaluate/Re-Evaluate* [form KS102]
	Evaluation/Reevaluation Report (or signed Reevaluation Not Needed--form KS112)*
	Transition Mtg Documents (other district/program evaluations, IEPs, IFSP)* (Titled Example: <i>IEP from Blue Valley/4-2-21</i>)

Go into WEBKIDSS and finalize IEP

At the conclusion of an IEP Amendment (without a meeting):	
	IEP Paperwork Checklist
	Signed Amendment Form [KS111]
	Amended IEP
	PWN [form KS103]

Go into WEBKIDSS and make amended changes

At the conclusion of an IEP Amendment (with a meeting):	
	IEP Paperwork Checklist
	Staffing Notes
	Amended IEP
	PWN [form KS103]
	Notice of Meeting [form KS101-SB]
	IEP Signature Page

Go into WEBKIDSS and make amended changes