**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)
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| **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\*\***