

IEP Meeting Check-list/Observation

Today's Date: _____

Student Name: _____

Regular Ed. Teacher Present _____

Special Education Teacher _____

Meeting Type: ___initial ___re-evaluation ___review/revision ___annual

1. ___ Welcome

a. ___ Introduction of all present

b. ___ Give Procedural safeguards (once a year)

c. ___ Choose a committee member to take notes.

2. ___ Make sure WPN is signed and in folder.

3. ___ Review/check vital info on pages W1 of IEP.

4. ___ Check eligibility date and conduct re-evaluation if necessary.

5. ___ List Present Levels of Performance in order and NUMBER each one.

6. ___ Discuss accommodations and modifications on page W-2.

7. ___ Discuss goals and objectives on page W-3a and W-3band fill out all sections for dates and frequency.

a. ___ Fill out all sections including dates and frequency

b. ___ Review class schedule and course history for high school.

c. ___ End of year- Fill out progress toward annual goals.

8. ___ Discuss participation in Statewide Testing W-4 and get parent signature if not taking state tests for the year.

9. ___ Determination of Significant Cognitive Disability (SCD) W-5

10. ___ Discuss and record Related Services. (ex. L/S, OT, PT, and transportation)

a. ___ Beginning and ending dates

b. ___ Frequency

c. ___ Amount of time

11. ___ Discuss and mark Graduation Options for entering 9th graders and above.

12. ___ Discuss method and frequency of informing parents.

13. ____ Mark Least Restrictive Environment.
14. ____ End of Year-Discuss ESY page W-6 and (update and complete the current year ESY page)
15. ____ Discuss and complete page W-7 Transition page. (Begin with an interest checklist in middle school, and it is mandatory for any student who will be 14 for the next school year.)
16. ____ Obtain required signatures and dates W-8 (do not type names)