

IEP PAPERWORK CHECKLIST

Student: _____ Date of Meeting: _____

School: _____ Grade: _____ Case Manager: _____

Please organize your paperwork in this order:

ANNUAL REVIEW:

- _____ 1. Conference Summary (original)
- _____ 2. Prior Written Notice
- _____ 3. Copy of Meeting Letter with parent/student response signed or unsigned
- _____ 4. Copy of the IEP (BIP, ESY Goals, if applicable)
- _____ 5. IEP Signature page (original)
- _____ 6. Progress reports, which report progress on all 4 quarters (will at minimum involve 2 IEPs)
- _____ 7. Placement Notification Form (form updated on May 18, 2019)
- _____ 8. Transportation form
- _____ 9. COSF (for all students who entered the program ages 3-5 years, 5 months and turned 6 this school year—or will do so before July 1)
- _____ 10. All documents with parent signature (FBA permission or outside agency permission, for example)
- _____ 11. Department specific documents (change of placement request, copy of ESY review, High School Credential, Form B for alternate assessment, Forms A and B for oral admin of ELA portion of assessments)

PAPERCLIP together #s4-6

AMENDMENT WITH A MEETING:

- _____ 1. Conference Summary (original)
- _____ 2. Prior Written Notice
- _____ 3. Copy of Meeting Letter with parent/student response signed
- _____ 4. Amendment Cover Page (original with signatures)
- _____ 5. Copy of the amended IEP (FBA or BIP if applicable) **(with the Amended Date on IEP)**
- _____ 6. IEP Signature page (original no signatures)
- _____ 7. Placement Notification Form (in all cases—form updated May 20, 2019)
- _____ 8. Anything else the parent signs (i.e. Manifestation signature page(s), etc.)

#4, #5 and #6 PAPERCLIP together

AMENDMENT WITHOUT A MEETING:

- _____ 1. Amendment Cover page
- _____ 2. Prior Written Notice
- _____ 3. Copy of the amended IEP **(with the Amended Date on IEP)**