

## 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)**