**IEP Self-Check**

Case Manager: Student Initials: Grade:

# Timelines

[ ]  Date of previous IEP meeting: \_\_\_\_\_\_\_\_\_\_

[ ]  Date of recent IEP meeting: \_\_\_\_\_\_\_\_\_\_

[ ]  Date of most recent PWN: \_\_\_\_\_\_\_\_\_\_

[ ]  Date of proposed start date for services: \_\_\_\_\_\_\_\_\_\_

[ ]  Date of previous start date of services: \_\_\_\_\_\_\_\_\_\_

[ ]  Was the annual IEP meeting held on or before the previous IEP meeting date? [ ]  yes [ ]  no

[ ]  Is there 14 calendar days between the PWN date and the new IEP start date? [ ]  yes (If not, count 14 calendar days past the PWN date and enter that as the new start date before sending home.)

[ ]  Is the new service start date on or before the previous service start date? [ ]  yes [ ]  no

# IEP Meeting

[ ]  The meeting notice was sent home prior to the meeting being held.

[ ]  Required team members were in attendance

(student if transition age or adult, parent/guardian, general education teacher, special ed teacher licensed in disability, special education teacher, district representative, resident district rep invited, and transition or other outside agencies with parent consent).

# IEP Front Page

[ ]  All boxes are checked/sections completed

[ ]  Progress reporting section: Statement of how and when progress reports will be completed

# PLAAFP

[ ]  Includes information in the PLAAFP Template found on the HVED website

[ ]  Transition is included if it is completed in the most current evaluation report

[ ]  Listed team members who attended IEP meeting if virtual or Record of Team Meeting

# Goals/Objectives

[ ]  Annual goals include a baseline and ending measurement that meet the needs that are listed in the most recent evaluation report

[ ]  2 measureable objectives for each goal

# Service Page

[ ]  Specific Responsibilities of Paraprofessional or Program Modifications checked

[ ]  AT statement

[ ]  ESY considered

 [ ]  If Yes, ESY service Page completed

[ ]  PBSP/BIP is checked and completed if appropriate

[ ]  Special Transportation Documented

[ ]  LRE: Explanation matches the service grid, lists what the student will miss in the gen ed setting while receiving services

[ ]  LRE: For Kindergarten Students must document number of instructional days and length of day

[ ]  ECSE: Membership Hours in Community Preschool Placement

# Secondary Transition Pages 1 & 2

[ ]  Transition is included in most recent evaluation

[ ]  Measurable postsecondary goals use a “will” statement. After high school, student will …

[ ]  Courses of study includes: previous years, current year, next year, are specific

[ ]  Transition services pg. 2 is complete (must address the annual goals in Specialized Instruction)

[ ]  Transfer of Rights if appropriate

# State and District-Wide Assessments

[ ]  Accommodations on state and district-wide assessments that are provided on regular basis with explanation for state assessments

[ ]  When taking an alternative assessment, a statement of why the child cannot participate in the regular assessment

[ ]  Civic Assessment addressed for age appropriate

# Accommodations & Modifications

[ ]  Each accommodation/modification includes a statement explaining what, when, where, and who (follow the red prompt on the page)

[ ]  All sections completed on page

# PWN for IEP

[ ]  No acronyms

[ ]  All sections are complete and none are left blank

[ ]  Under #1, an explanation of the changes made to the IEP