

# NORTHLAND LEARNING CENTER

## **IEP Checklist**

Student Name:

Case Manager:

Date of Previous IEP Meeting:

Coordinator:

Date of Current IEP Meeting:

**Please use this check list to self-check your IEP for accuracy. Check off each item as it is completed.**

### **SECTION 1**

#### **Student Information**

- ☐ Is the student's name accurate?
- ☐ Are the Gender, Birthdate, Grade, MARRS Number correct?
- ☐ Are the primary home and child's language boxes filled in?
- ☐ Is the interpreter required box checked yes or no?
- ☐ Are the school of enrollment, providing district, and resident district accurate?

#### **Parent Information**

- ☐ Is the parent information filled out for both parents or appropriate guardian(s)?
- ☐ Name
- ☐ Relationship
- ☐ Address
- ☐ Home phone
- ☐ Cell Phone
- ☐ Work phone
- ☐ Email

#### **IEP Information**

- ☐ Is the case manager's name correct?
- ☐ Is the case manager's school email filled in?
- ☐ Is the case manager's school phone number filled in?
- ☐ Is the type of IEP updated? (Be sure to change from initial to annual if needed. Remember interim IEPs should be used for students coming from out of state until a new evaluation is completed.)
- ☐ Is the primary disability correct? (Be sure to watch for categorical changes.)
- ☐ Does the federal setting match service grid minutes?
- ☐ If applicable, enter new date for federal setting change during duration of IEP. (This is mostly applicable for ECSE.)

#### **Progress Reporting**

- ☐ Is progress toward IEP goals reported as often as general education students get report cards?
- ☐ Does the statement indicate how progress reports will be given? (Do not use and/or.)

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## **IEP Team Membership**

- ☐ Are all required team members listed?
- ☐ Parent (Be sure to include both parents or other guardians.)
- ☐ General Education Teacher
- ☐ Qualified District Representative (licensed to supervise SPED or licensed to provide service)
- ☐ Special Education Teacher licensed in the student's disability if different than case manager
- ☐ Case Manager
- ☐ Student if in grade 9 or above
- ☐ Other service providers as applicable

## **SECTION 2**

### **Present Levels**

- ☐ Does the IEP include present levels for Reading?
- ☐ Does the IEP include present levels for Math?
- ☐ Does the IEP include present levels for Written Language?
- ☐ Does the IEP include present Levels for Transition: Post Secondary Education, Employment, Independent Living?
- ☐ Is there a "Needs" statement that relates to the goal?

## **SECTION 3**

### **Goals**

- ☐ Do all goals have measurable base line data?
- ☐ Do all goals have a target or benchmark to achieve?
- ☐ Are all goals are written in the format: Student will (increase/decrease/maintain) their ability to \_\_\_\_\_ from a level of \_\_\_\_\_ to a level of \_\_\_\_\_ through (means to teach the goal)?
- ☐ Are all objectives are written in the format: Given (conditions) student will (list skill) (list Criteria)?
- ☐ Is there a statement for how progress will be measured?

## **SECTION 4**

### **Transition**

- ☐ Are Transition goals written in this format: After High School, Student will \_\_\_\_\_.? (Do not add additional information that tells a story. That can be done on the present levels page at the beginning of the IEP.)
- ☐ Is the course of study spelled out? (Do not use wording such as "Electives".)
- ☐ Are two years course of study listed? (There must be the current year and one **projected** year listed in section B.)
- ☐ Is the anticipated date of graduation filled in?

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## **SECTION 5**

### **Transition**

- ☐ Are Transition services filled in? (section C)
- ☐ Were the student and parents informed of the transfer of rights prior to the student's 17<sup>th</sup> birthday?

## **SECTION 6**

### **Services**

- ☐ Are there 14 days BETWEEN the date on the PWN and the service start day?
- ☐ Is the frequency filled out?
- ☐ Are indirect and direct minutes listed?
- ☐ Is the location of services correct? (SPED Room/Gen. Ed./Homebound)
- ☐ Is the paraprofessional support section filled out?
- ☐ Is there a statement for Assistive Technology even if selecting "No"?
- ☐ Is special transportation checked? If yes, use code 3.
- ☐ Is interpreter needed checked?
- ☐ Is extended school year checked? If more data needed checked, IEPs must be amended before ESY starts to add it or take it out.
- ☐ Does the LRE match the service grid?
- ☐ Does the LRE state what the child will be missing in Gen ed. if being pulled out?
- ☐ Does the LRE state why the student needs pull out services?

## **SECTION 7**

### **Modifications**

- ☐ Do all statements avoid using wording such as "May or when needed"?

### **Supplementary Aids and Services**

- ☐ Is there a statement either saying what the aids and services are or a statement saying that none are needed?

### **Program Supports for School Personnel**

- ☐ Are program supports listed?
- ☐ If none needed, add a statement that none are needed.

## **SECTION 8**

### **State Assessments**

- ☐ Is the correct box checked for whether they need accommodations or not?
- ☐ If MTAS is selected, is there a statement explaining why this is more appropriate?

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## **English Language Proficiency**

- ☐ If the student is an English Language Learner, is this section filled out?

## **SECTION 9**

### **District Wide Assessments**

- ☐ Is the box checked for “ARE or ARE NOT” given?

### **Parental Notification of Alternate Assessment**

- ☐ If not using district assessments for the student, is this box checked?

## **FINALIZE THE IEP**

- ☐ Did I validate the IEP?
- ☐ Did I finalize the IEP?

## **NOTICE OF TEAM MEETING**

- ☐ Is the Notice of Team meeting filled out?
- ☐ Is the Notice of Team Meeting finalized?

## **PRIOR WRITTEN NOTICE**

- ☐ Is there a prior written notice to go along with the IEP?
- ☐ Is the Prior written notice dated on or after the IEP meeting date?
- ☐ Are there 14 days between the date on the PWN and the services start date on the IEP?
- ☐ Is the signature page of the PWN scanned and uploaded into History? If no signature has been received after 14 days, make a note on an unsigned copy that “No signature has been received and the IEP has been implemented after 14 days.”
- ☐ Did I finalize the PWN?

## **TIMELINES**

- ☐ Did I meet the annual timeline for the meeting date?
- ☐ Did I meet the annual timeline for services start date?
- ☐ Are services continuous with no gap?
- ☐ Did I update the IEP after the most recent evaluation/re-evaluation?

Reminders:

Adding an amendment does not change the original IEP due date.