

The IEP draft must be reviewed a minimum of two times. Once, by a reviewer before the IEP meeting, and a final review by the case manager after the IEP meeting. All IEPs for students 13 and older must include the Transition Checklist. Please reference the August 2010 IEP Handbook when reviewing IEP documents.

Student: _____ Grade: _____ School: _____

Page (1) Before the IEP meeting

- Foster care and medicaid are appropriately checked
- Student data is correct (STI number, full name, age, grade, DOB, race/ethnicity code)
- Eligibility date, primary and secondary disabilities are correct
- Parent/Guardian/Surrogate Name, Home Address and Phone Numbers

Page (1) After the IEP meeting

- Parent Consent Box is checked with signature and date
- IEP meeting date matches dates on page (8)
- Review date is correct (365 days from IEP meeting date)
- IEP start date is the same as parent consent date
- IEP end date is correct

All following sections should be reviewed before and after the IEP meeting

- Page (2) All sections of the Level of Performance are complete and include information as outlined in the IEP Handbook
- Page (2 Cont.) Behavior and the Instructional Process is complete

Page (3) Educational and Related Services

- Services are reflected for current and upcoming school year if IEP overlaps school years
- Total percentage for December 1st is added correctly (Percent of Day Chart revised 9/30/09)
- Total percentage of placement in the general education setting as of December 1st correct

Page (4) Accommodations/Special Considerations

- Accommodations (Frequency, Duration, Location) Duration dates are correct.
- Extent of participation with non-disabled peers complete

Page (5) Virginia Standards of Learning

- Boxes checked to indicate participation or non-participation in each content area
- Accommodations are listed, N/A if no accommodations
- Explanation of non-participation is completed
- Description of substitute assessment is completed

Page (6) Special Considerations boxes are checked

Page (6) Extended School Year (ESY)

Page (7) Justifications and Placement

Page (8) Participation with Non-Disabled Peers/Meeting Participants (After the IEP meeting)

- Participant signatures and dates
- Blue pen used for at least one participant
- Consent for Absence is completed

All IEPs developed for students age 13 and above must reference the Transition Checklist and attach it with this checklist to the CO copy of the IEP.

- IEP Transition Checklist (if applicable) N/A
- Annual goal(s) are written in measurable terms. For VAAP short term objectives/benchmarks are included.
- Notification Letter(s) are attached _____ Parent _____ Student (13 or older) _____ Outside Agency (if appropriate)
- VAAP or VGLA Criteria if applicable N/A
- Read aloud criteria (if applicable) N/A
- Math Criteria (if applicable) N/A
- Student developed PowerPoint (if applicable)
- Meeting Considerations/Agenda attached
- IEP Checklist

Order of IEP to be sent to Central Office:

- 1) The original IEP with blue signatures and parent consent in order by page number
- 2) Transfer of Rights (to be completed at age 16)
- 3) Letters of Meeting Notification (Revised 9/16/09)
- 4) The VAAP or VGLA Criteria (if applicable)
- 5) The Read Aloud Criteria (if applicable)
- 6) The Calculator Criteria (if applicable)
- 7) A student developed power point presentation if applicable
- 8) IEP Meeting Considerations/Agenda
- 9) IEP Checklist
- 10) IEP Transition Checklist (if applicable)
- 11) Staple in left-hand corner
- 12) Paper clip to the back of the stapled IEP if applicable, special transportation form 90.70, and Medicaid Consent.

Reviewed by:

Reviewer before IEP meeting: _____

Date: ____/____/____

Case Manager: _____

Date: ____/____/____