IEP Team Meeting Checklist: Interim Review

Before the meeting:

☐ **Schedule IEP meeting on master IEP meeting calendar**

☐ **Create New Meeting Process, ensuring to select both *IEP Team Meeting Notice* and *IEP Team Meeting Report***

☐ **Complete *Notice of Individualized Education Program (IEP) Team Meeting*** (within *TIE*NET, go to *Meeting Process*):
- Parents receive the notice at least 10 days before meeting
- Select purpose(s) from drop down menu: *Develop and approve IEP. Plan and review transition services for students 14 and older if the student is 14, or will be during the upcoming IEP year*
- Invite student if age 14 or older within the IEP year
- Ensure notice lists all required IEP team members, including not less than one regular education teacher of the student, if the student is or may be participating in the regular education environment
- On the notice, do not include names of those invited by the parent (e.g. lawyers, advocates, etc.)

☐ **Mail both the *IEP Team Meeting Notice* and *Parent Input* form**
- *For students prior to Kindergarten, use the Information To Help Plan My Child's IEP form*

☐ **Send *Teacher Report* form**
- *For students prior to Kindergarten, use the Information To Help Plan My Child's IEP form*

☐ **Gather the following information prior to meeting date, providing a copy to the parent(s) at least 5 days prior to the IEP Team Meeting**
- Updated classroom performance
- Any data that supports the purpose of the meeting

☐ **Create an *IEP Team Meeting Report***

☐ **Confirm attendance of Parent and General Education Teacher**
- Document multiple attempts for parent to attend
- *For students prior to Kindergarten who are not enrolled in a general education program, the early childhood special educator may also serve as the general educator*

☐ **Confirm student attendance** (for student age 14 or older, if the student will be 14 during the upcoming IEP year)
- If the student is unable to attend, obtain and document information on the student's preferences and interests

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At the Meeting:

☐ **Introduce IEP team members**

☐ **Review and correct listing of IEP team participants/or additional IEP team participants page**

☐ **State purposes of IEP meeting:**
- Conduct Interim review

☐ **Review and document in the *IEP Team Meeting Report* discussions of the following**:
- Classroom performance
- Parent Questions/Concerns
- Teacher Questions/Concerns

☐ **Discuss the actions may need to be taken:**
- ☐ Does the data warrant revisions to the IEP?

Yes, revisions are warranted	No, revisions are not warranted
☐ Document discussion and decisions in the appropriate sections on the IEP Team Meeting Report	☐ Document IEP remains appropriate
☐ Create a new IEP, label as Amendment (include date of meeting) and copy current IEP	
☐ Make additions, deletions, revisions as needed to the appropriate pages of the IEP	
☐ Select "Amendment" on the Cover Page	

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After the meeting:

☐ **Review** *IEP Team Meeting Report*
- For all areas of documented discussions/decisions, select the "Add to IEP" box
- Run spell check
- Finalize *IEP Team Meeting Report*

☐ **Finalize the IEP document once all items are completed, within 3 business days**

☐ **If Specialized Transportation was approved, ensure** *Transportation Request Form* **was completed in Tienet and then Finalize**

☐ **File all paper work**

☐ **Provide the parent(s) copy of** *IEP Team Meeting Report* **and completed IEP** (if changes were made to the IEP) **no later than five business days after the meeting**

☐ **Schedule training and/or review of IEP with school personnel working with the student and parents, as appropriate**

☐ **Send out a copy of the** *Flash IEP* **and get staff signature(s) of receipt** (if changes were made to IEP)