

IEP Team Meeting Checklist: Review Assessments for Determining Initial Eligibility

Before the meeting:

Schedule IEP Meeting on master IEP calendar

- **Note: Check calendar. The meeting may have been scheduled at IEP: Initial Referral**
- *For students transitioning from Part C services, schedule the meeting prior to the child's 3rd birthday (IFSP) or prior to the beginning of the school year after the child's 4th birthday (Extended IFSP). The IEP must be in effect by the child's 3rd birthday if the family does not choose to extend the IFSP. If the family chooses to extend the IFSP, the IEP must be in effect by the beginning of the next school year after the child's 4th birthday.*

Create and Mail (mail at least two weeks prior to IEP team meeting date) Notice of Individualized Education Program (IEP) Team Meeting (within TIENET, go to Meeting Process):

- Parents **receive** the notice at least 10 calendar days before meeting
- Select purpose(s) from drop down menu: *Review assessment results and determine eligibility for special education and related services*
- Invite student if age 14 or older within the upcoming 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

Confirm attendance of Parent and General Education Teacher

- Document multiple attempts to gain parent attendance
- *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.*

Provide the parent(s) copies of assessment reports at least five business days prior to the scheduled IEP team meeting

- Educational
- Psychological
- Speech/Language
- OT/PT
- Adapted Physical Education
- Physician's Assessment
- Other:
- *For students prior to Kindergarten, a Collaborative Assessment and Evaluation Summary is used. This incorporates multiple areas that were assessed into one document.*
- *If a student is transitioning from Part C services, the Part C team will release their assessments for review by the IEP team to determine eligibility.*

Create a new IEP document, labeled as an "initial", in TIENET with the following sections:

- Student Information (Cover Sheet)
- Initial Eligibility Page
- *If the student was determined eligible at the age of 3 but the family chose the Extended IFSP option, the IEP Team may choose to update assessments or may use the previously established eligibility information.*

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At the Meeting:

- Introduction of team members**
- Review and correct listing of IEP team participants on the Cover Sheet of the IEP to reflect attendees**
- Confirm parent receipt of [Parental Rights Booklet](#) and document in the notes of the IEP meeting**
- State the purpose of meeting**
 - The purpose of the meeting is to review assessment results, consider the evaluation results, and determine eligibility for special education and related services
- Review assessments**
 - Each evaluator **summarizes** the results of assessments. Capture summary on the Team report.
- Evaluation process:**
 - *Complete the Initial Eligibility section of the IEP in the Team report*
 - *Discussions to Support Decisions* section should include a **summary** of formal and informal assessment results
 - Determine if the student is a student with a disability
 - If student is found to qualify, when all pages are attached to this IEP, record assessment results in appropriate summary of assessment finding in the PLAFFP 1
- Complete supplement form(s), as appropriate, (within TIENET – Supplement forms) for students evaluated for any or all of these disabilities:**
 - Specific Learning Disability
 - Emotional Disturbance
 - Developmental Delay
 - Attention Deficit Hyperactivity Disorder
 - Autism
- Obtain signatures on the SLD supplement before the meeting ends**

If Eligible	If NOT Eligible
<input type="checkbox"/> Determine who will develop the IEP (If student is transitioning from part C, family must choose to move to IEP or continue with an extended IFSP. Ensure that appropriate date is documented on initial eligibility page.)	<input type="checkbox"/> Consider referral to a school-based team for possible interventions and recommendations to address continued concerns regarding the student, as appropriate Use QRC for De-activation
<input type="checkbox"/> Schedule IEP team meeting to develop and approve the IEP (within 30 calendar days and prior to the end of the 90-day timeline)	

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After the meeting:

- File all paperwork**

If Eligible	If NOT Eligible
<input type="checkbox"/> Create a Special Education Folder system	<input type="checkbox"/> File Cover page and Eligibility Section of the IEP with other paperwork in the student's school record.
<input type="checkbox"/> File documents in the appropriate folders within the folder system in the student record	<input type="checkbox"/> Submit a request to the registrar or designated secretary to remove the student's designation ("de-flag") for special education in Synergy.
<input type="checkbox"/> Schedule next IEP team meeting (must be held within 30 calendar days and prior to the end of the 90-day timeline)	<input type="checkbox"/> Request deactivation of student in TIENET through "Admin Support" in TIENET. Provide the name of the student, date decision was made and reason for request: Exit Information and Deactivating Students
<input type="checkbox"/> Do not finalize the IEP document. Add the other appropriate sections to develop the IEP, add assessment results to the PLAFFP 1 section, see initial IEP checklist	

- Provide the parent(s) copies of the completed documents not later than five business days after the meeting.**

Transitioning from IFSP

Part C- the IEP must be in effect by the child's 3rd birthday if the family does not choose extended IFSP. NOTE: Do NOT choose first date of school as the "Date Initial IEP is in Effect" as the default date. The date of the meeting is the date the initial IEP is in effect.

IEP must be in effect for children 3-6 years old within 30 calendar days and prior to the end of the 90-day timeline.

Extended IFSP- document date on eligibility form, date of Parent Consent-Continue Early intervention services through and IFSP at age 3. Make sure to request deactivation through TIENET support.

Dates on NEW IEP if coming off of Extended IFSP:

Date local school system was notified of parent decision to request services through an IEP must be filled in.

Date extended IFSP services ended must also be filled in – should be same date as the date initial IEP is in effect.