

EXCEPTIONAL : PARENT TRAINING and INFORMATION

IEP DOCUMENT CHECKLIST

- Contact info is correct.
- Disability eligibility category is correct.
- Required team members were present.
- Any team members unable to stay were excused by parent and staff.
- Dates: Annual review date is correct. 3-year review date is correct.
- Least Restrictive Environment was protected.
- Free and Appropriate Public Education was offered.
- Specialized Instruction and Services are specific:
 - It states exactly what will be provided.
 - Clearly states frequency: how often services will be rendered.
 - Clearly states duration: How much time each session should last?
 - States whether service is provided Individual or group setting.
 - Explains how the service will be given: Push-in or Pull out
 - The start and end dates are correct.
 - The person responsible is correct.
- Assistive Technology was considered.
- Accommodations/Modifications were individualized.
- Transportation was considered.
- Extended School Year (ESY) +/- or Extended School Day (ESD) eligibility was discussed.
- Related services, such as: Gifted Services, AP Classes, Speech, RSP, Remedial Instruction, and/or ELL supports were discussed, as appropriate.
- Extra-Curricular Activities and Non- Academics were considered.
- Additional Evaluations formally requested, if needed.
- Positive Behavior Support or Intervention Plan (BSP or BIP) was reviewed, as appropriate.
- For students 16 or older, Transition to Adult Services: Graduation, College, Vocational Ed., Independent Living Skills were discussed.
- IEP notes are accurate/complete (all important discussions noted)
- Parent Requests and Concerns were clearly documented and addressed.

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