

# Individualized Education Plan Submission Checklist

As part of the cyclical monitoring process, each district is required to submit student IEP files that were reviewed to complete the IEP Review Form. This checklist is provided to help districts identify which IEP documents are required to be submitted in addition to the IEP Review Form.

## For all submissions

### Required notices and consents

- ✓ Parent/Guardian Notification of Conference
- ✓ Signed Parent/Guardian Conference Recommendations

### Required IEP Forms

- ✓ Signed Conference Summary Report
- ✓ Present Levels of Academic Achievement and Functional Performance (PLAAFP)
- ✓ Annual Goals and Objectives
  - Progress reports
- ✓ Educational Accommodations and Supports
- ✓ Assessments
- ✓ Educational Services and Placement

## For students who had an initial evaluation or re-evaluation during the current IEP year

### Initial evaluation

- ✓ Signed Parent/Guardian Notification of a Decision Regarding a Request for an Evaluation
- ✓ Signed Parent/Guardian Consent for Initial Evaluation
  - Parent/Guardian Consent for Evaluation – Identification of Needed Assessments
- ✓ Signed Parent/Guardian Consent for Initial Provision of Special Education and Related Services

### Reevaluation

- ✓ Signed Parent/Guardian Notification of a Decision Regarding a Request for an Evaluation
- ✓ Signed Parent/Guardian Consent for Reevaluation
  - Parent/Guardian Consent for Evaluation – Identification of Needed Assessments

## Other Notifications, Consents, and Forms (if applicable)

- ✓ Autism Considerations
- ✓ Behavior Intervention Plan
- ✓ Functional Behavior Assessment
- ✓ Manifestation Determination
- ✓ Consent for Agency/Agencies Invitation to Transition Meeting
- ✓ Transition Plan
- ✓ Parent/Guardian and Student Notification of Transfer of Rights Due to Majority Age
- ✓ Parent/Guardian Notification of IEP Amendment
- ✓ Signed Parent/Guardian Excusal of an IEP Team Member