Individual Student IEP Record Review

1. Each Local Education Agency (LEA) is required to complete an Individual Illinois Special Education Accountability and Support System IEP File Review.
2. Sample size guidelines for individual student record reviews:

LEAs with <5 students with IEPs	**Must review all records**
LEAs with 6-99 students with IEPs	**Must review 5 records**
LEAs with 100-249 students with IEPs	**Must review 10 records**
LEAs with 250-499 students with IEPs	**Must review 15 records**
LEAs with 500-999 students with IEPs	**Must review 20 records**
LEAs with 1,000-1,999 students with IEPs	**Must review 25 records**
LEAs with 2,000+ students with IEPs	**Must review 30 records**

3. Your assigned ISBE principal consultant will provide you with a list of students' SIS numbers of IEP Record for the LEA to review.
4. The LEA must review the student list. The LEA should notify ISBE if a student on the list in no longer enrolled in the LEA. ISBE will then provide a new SIS number for the student file review.
5. Your assigned ISBE principal consultant will send you a confidential link for you to submit your IEPs and IEP File Review Forms.
6. Your assigned ISBE principal consultant will review a sample of the specified student records, for each LEA, as part of the cyclical monitoring process.
7. ISBE may request the LEA to submit additional records, if necessary, to complete its monitoring.
8. Any items identified to be noncompliant through the student record review will result in an ISBE monitoring report of noncompliance.
9. Based on areas of noncompliance, the LEA will submit a Corrective Action Plan (CAP), which includes a root cause analysis.
10. All noncompliance must close no later than 1 year after notification of the finding(s).