

Pre-k Annual IEP Checklist—Case Manager

Student: _____ Age: _____

Location/Teacher: _____

- Schedule IEP Meeting—Date/Time: _____ @ _____
 - Contact Parents
 - E-mail other team members
 - Add meeting date to Google calendar
- Send Notice of Meeting and parent rights booklet for student profile
 - Date sent: ____/____/____
- E-mail/meet with teacher for communication skills present level information
 - Date due: _____
- Update IEP
 - Present level
 - Goals
 - Service minutes
- Release of Information (if needed)
 - _____
 - _____
- Send Prior Written Notice of Special Education Action—Date sent: ____/____/____
- Finalize IEP and other documents
- Copy of IEP
 - classroom teacher
 - parents
 - other: _____
- Upload Releases (if needed)
- Send Releases (if needed)
- Update data sheet