Annual IEP Checklist—Related Service

	Grade:	Teacher:	
IEP Meeting—Date/Time:		@	
E-mail/meet with teacher for	r communicati	ion skills present level	
Enter information into the IE Present level	EP .		
☐ Goals			
☐ Services minutes			
Release of Information			
o			
			
Send Releases (if needed)			
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Update data sheet			
Update goal card			
	IEP Meeting—Date/Time: E-mail/meet with teacher fo Enter information into the IE Present level Goals Services minutes Release of Information Send Releases (if needed) Update data sheet	IEP Meeting—Date/Time: E-mail/meet with teacher for communication into the IEP Present level Goals Services minutes Release of Information Send Releases (if needed) Update data sheet	□ Present level □ Goals □ Services minutes Release of Information □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □