

Annual IEP Checklist—Case Manager

Student: _____ Grade: _____ 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
 - cum file
 - classroom teacher
 - parents
 - other: _____

- Upload Releases (if needed)
- Send Releases (if needed)
- Update data sheet
- Update goal card