

IEP Checklist

Before the IEP Meeting

- Prepare for pre-meeting with staff, therapist, administration, etc. Let the CCC or Case Conference Committee know what you need or if they can help
- Gather needed documentation and data from the student (behavior reports, evaluations, test scores, report cards, progress reports, transition assessment, etc.)
- Communicate with parents, teachers, therapists, and administration of events, locations, and times regarding IEP meetings
- Get information from CCC team about students progress on needed improvement on IEP goals
- Send Notice of Procedural Safeguards home or by email to parents or guardians
- Send a copy (email or home) of the IEP rough draft so that parents can view and read before the meeting. This way you are only reviewing the IEP materials, not introducing it to the parents or guardians
- Prepare questions and information for parents or guardians of concerns to stay on tasks with the conversation during the IEP meeting

During the IEP Meeting

- Be personable (smile, greet, and make the parents or guardians feel comfortable)
- Introduce yourself (state your name, your occupation, and or the reason why you are attending the meeting) and allow the others on the CCC to do the same, one at a time
- Discuss and analysis student data
- Keep spontaneous conversations to a minimum. Stay on track and make sure to use this time to discuss what is needed for the improvement of the student's IEP goal growth and or to gather information for question, request, concerns, or words of affirmation regarding students (for parents or guardians)
- Request suggestions on IEP goals to see if parents or guardians would like to make changes to what they are hearing and reading
- Make sure to have a CCC team member on hand to keep documentation of the conversation that you have with the parents or guardians during the meeting
- Approve and finish everything on IIEP (if documentation is agreed on and no changes need to be made)
- Have parents or guardians sign a digital or printed copy of the IEP before they leave (if changes need to be made, wait and send a digital or paper copy home to the parents or guardians. Send paper copy in a large office envelope for confidentiality)

After the Meeting

- Send a follow-up email to thank the parents or guardians for coming to the meeting and give them time to ask questions or seek answers for concerns they may have

about the meeting they just had with the CCC team

- Continue to keep communication lines open to ensure that parents are still on board with the decisions that the CCC team made when in the IEP meeting prior
- Scan the signed IEP document and email or send home a copy of the signed documentation the next day after the meeting (if signed at the IEP meeting) or have the parents or guardians digitally sign or paper sign the document (if not digitally signed or paper signed at the IEP meeting).
- Stay connected to ensure that the documentation returns safe to the school and remains confidential if sent home.
- Send the digital scan copy or the original signed documentation of the IEP to your school district's "point of contact" for IEPs before the 10 days are up

Please take the time to read the following information as it will aid in helping you better understand the IEP or Individualized Education Programs' expectations, guidelines, and implementations for student "law binding" IEP documentations.

Article 7:

<https://www.in.gov/doe/files/Special-Education-Rules-Title-511-Article-7-May-2024.pdf>

Parents Rights and Procedural Safeguards:

<https://ichamp.doe.in.gov/safeguards.pdf>

IDEA or Individuals with Disabilities Act:

<https://sites.ed.gov/idea/regs/b>

IDOE or Indiana's Department of Education:

<https://www.in.gov/doe/students/indiana-academic-standards/>

FAPE or Free Appropriate Public Education:

<https://sites.ed.gov/idea/topic-areas/#FAPE>

Indiana Code:

<https://www.in.gov/doe/files/Navigating-the-Course-August-2025.pdf>

For more information go to:

<https://www.greatereducator.com> and click on the three lines in your right-hand corner, click on "Special Education Training," then click on the "IEP Guide" module.