Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**754X IEP Checklist 2016-2017**

**(Version 1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A | Notation |
| 1) Was the **previous IEP** reviewed prior to the development of this IEP? |  |  |  |  |
| 2) Is the Date on the Cover Page the **actual date** the meeting was held? |  |  |  |  |
| 3) On the **Pres. Levels**, do **all** the Evaluations have an **exact date**? |  |  |  |  |
| 4) On the **Pres. Levels**, are **all** the Evaluations paired with useful information that all team members  (including the student and parent) can understand? |  |  |  |  |
| 5) Do **Student and Parent Voice** have a prominent place in the **Pres. Levels?** |  |  |  |  |
| 6) Are both **Behavioral and Academic Management Needs** listed in the **Pres. Levels**? |  |  |  |  |
| 7) Is the “**Effect” Statement** in the **Pres. Levels** specific to the student? |  |  |  |  |
|  | Yes | No | N/A | Notation |
| 8) If the student needs an **FBA/BIP** is justification given on the **Student Needs** page? |  |  |  |  |
| 9) If the student needs an **FBA/BIP** , has one been faxed in “externally” and other generated “internally”? |  |  |  |  |
| 10) Are the **PostSec Goals** properly phrased? |  |  |  |  |
| 11) Are **Transition Needs** clearly linked to the **PostSec Goals**? |  |  |  |  |
| 12) Do the **Transition Needs** list a **Course of Study**? |  |  |  |  |
| 13) Do the **Transition Needs** list the **type of diploma or credential** the student is pursuing? **Have you discussed this with the student’s family at the meeting?** |  |  |  |  |
| 14) Has the phase “Within one year” been removed\* from the **Annual Goal**? (\*or was never inserted) |  |  |  |  |
| 15) Is **every Annual Goal** **clearly linked** **to a need** listed in the Present Levels and/or the Transition Needs? |  |  |  |  |
| 16) Is **every** **Annual Goal** a **SMART** (**S**pecific, **M**easurable, **A**chievable, **R**elevant\*, **T**imely) Goal? (\*Is it related to the student’s interests, skills and/or PostSec Goals?) |  |  |  |  |
|  | Yes | No | N/A | Notation |
| 17) Is there an **Annual Goal** for each of your Academy’s requirements? (pg 65) |  |  |  |  |
| 18) Is there **an Annual Goal for each Related Service** the student receives? |  |  |  |  |
| 19) Is the student’s **Special Education Program phrased exactly** as required?  pp. 41-43 |  |  |  |  |
| 20) Have all the **Related Services** from the previous IEP been carried over to this IEP?  (Unless intentionally dropped – in which case a notation in Present Levels is needed) |  |  |  |  |
| 21) If the student requires a **1:1 paraprofessional**, has all the documentation been made on the **Special Ed Services** page? |  |  |  |  |
| 22) Are the **Projected Beginning Dates** at least **10 school days from Meeting Date**? |  |  |  |  |
| 23) Do the student’s **Testing Accommodations** match the **Academic Management Needs in the Pres Levels**? |  |  |  |  |
| 24) Has **every** section on the **Coordinated Set of Transition Activities** been completed? |  |  |  |  |
| 25) Is there a **separate** **activity** for **each Related Service** the student receives? |  |  |  |  |
|  | Yes | No | N/A | Notation |
| 26) Is **each Transition Activity** clearly linked to a **need identified** in the **Transition Needs?** |  |  |  |  |
| 27) Have you **confirmed** the student’s **Assessment Status** (Standardized or Alternate)? |  |  |  |  |
| 28) Have you **confirmed** the student’s **Special Transportation Status** (Standardized or Alternate)? |  |  |  |  |
| 29) Do the student’s **Instructional Levels** on the **Summary Page** match the **Pres. Levels**? |  |  |  |  |
| 30) Has the **Other Options Considered** section been completed on the **Summary Page**? |  |  |  |  |

Additional Notes: