

IEP DUE PROCESS CHECKLIST

STUDENT: _____

SCHOOL: _____

TEACHER: _____

ACTION REQUIRED	DATES	COMMENTS
1. Date parent/student of majority is notified of IEP committee meeting. If no response from parents, indicate two other methods of contact and give dates. i.e. Parent notification of IEP planning conference letter, additional letter sent home by the child, telephone conference IEP) NOTE: If the student is of the age of majority, both parties must be invited to the IEP conference, but the student signs permission on the IEP (unless interdicted).		
2. Date of IEP Committee meeting		
3. Date parent/student of majority given a copy of Procedural Safeguards and ESYS Fact Sheet.		
4. Date Parent/student of majority approved IEP Plan. (If parent/student of majority refuses services, indicate in comment section and date.)		
OTHER:		

TEACHER SIGNATURE: _____

Maintain this document in the student's IEP folder.

*Send parent/student of majority full and effective notice within 10 days. Send second letter within 3 days. If you have 2 forms of documentation proving the parent was contacted of the IEP meeting, the IEP meeting should be conducted without the parent. A copy of the completed IEP must then be sent to the parent with a notice that if they disagree with the IEP they can request another meeting.

** Initial IEPs timelines cannot exceed 30 days.