

Morgan County Schools
Checklist for IEP Review Requirements

(Name of Student)

(School)

(Case Manager)

1. _____ 10 day notice for meeting to review IEP, or waiver signed
2. _____ The meeting was held within 365 days of last IEP review
3. _____ Present Levels of Performance are current (within the last year) and all old PLOP's are deleted
4. _____ Present levels of Performance are written in narrative form and performance areas are specific (Basic Reading, Reading Comprehension, Reading Fluency, Math Calculation, etc., not grouped together)
5. _____ Goals are written in Instructionally Appropriate Format.
6. _____ Every exceptional area under PLOP has at least one corresponding goal
7. _____ Every goal matches an exceptional area under PLOP
8. _____ Services are appropriate and checked for accuracy
9. _____ Appropriate signatures (LEA, Classroom teacher, SPED teacher, Interpreter of Assessment)
10. _____ Parent signature (if parent does not attend the meeting, document attempts to get parent signature)
11. _____ Date IEP given to parent is filled out
12. _____ Signatures of teachers not in attendance is completed, or noted that all teachers were present at the meeting
13. _____ Prior written notice for IEP Review is completed, with a narrative written for each question. No N/A's or "None"

(Case Manager Signature)

(Date)