Intake IEP Meeting Checklist

Student: _____ ID: _____ Date of Meeting: _____

Case Manager: _____

Invitation Includes:

☐ Parent   ☐ Gen Ed Teacher   ☐ Special Ed Teacher

☐ Student (when appropriate)   ☐ Related Service Providers (as appropriate)

IEP:

☐ Completed according to Intake IEP Checklist

If current eligibility expires on or before 10/15/2017:

☐ Meeting invitation indicates both Intake IEP AND Reevaluation Planning

☐ Consent to evaluate is signed by parent (if parent attends)

☐ Consent to evaluate lists evaluations that are warranted

☐ Evaluations are listed in "Nature and Scope of the Evaluation" in Frontline IEP process tracking

☐ Student has been submitted for Summer Assessment (Google Form)

Frontline IEP Process Tracking:

☐ Meeting is logged in process tracking

☐ Consent to implement is logged in process tracking (if parent attends)

☐ Consent to evaluate is logged in process tracking (if appropriate)

Document Repository:

☐ Meeting notes uploaded into document repository (if appropriate)

☐ Participation pages uploaded to document repository

☐ Consent to implement uploaded to document repository (if appropriate)

☐ Consent to evaluate uploaded to document repository (if appropriate)

SEMI Documentation:

☐ Meeting has been logged in Easy Trac (does not pertain to LDTCs)

Additional:

☐ Parent was provided with PRISE