

**Student Name** \_\_\_\_\_ **SASID** \_\_\_\_\_

**Teacher Name** \_\_\_\_\_ **School/District** \_\_\_\_\_

_____	Section 1-3 Cover Page : Type of Meeting; Date of Meetings; Student/Family Info/Eligibility
_____	Evaluation Report – Interventions_____ Vision and Hearing_____
_____	Eligibility Determination Page (with original signatures if applicable)
_____	Prior Notice and Consent for Initial Provision of Special Education and related services (Initials only)
_____	Section 4-5 Signature Page ORIGINAL; Procedural Safeguards; IEP Participants; Parent Permission for Additional Testing • Does signature page match the Notice of Meeting?
_____	Excusal Forms if necessary
_____	Section 6: Present Levels - Must include Hearing and Vision_____ Student/Parent Input_____
_____	Section 7: Consideration of Special Factors Is there a behavior or health plan, etc.? _____ Location of Healthcare plan (if there is one)_____
_____	Section 8: Post-School Considerations (Transition students only – 15 years of age and older)
_____	Section 9: Annual Goals and Objectives
_____	Section 10: Accommodations and Modifications
_____	Section 11: Extended School Year Determination
_____	Section 12: State/District Assessments
_____	Section 13: SPED/Related Service in LRE
_____	Section 14: Recommended Placement
_____	Prior Notice Special Education Action (separate PWN needed if student does not qualify) (Initials only)
_____	Behavior Plans/Other Plans
_____	Reviewed Goals/Progress Report (Re-evaluations only)
_____	Notice of Meeting * Are all required members on NOM  *Special Ed Designee_____ *Special Education Provider (can be the designee)_____ *Regular Education Teacher_____
_____	Prior Notice and Consent for Evaluation (with original signatures)
_____	Special Education Referral Paperwork (Initials only)
_____	Intervention

**\* If Student did not qualify: The following paperwork is needed**

- Notice of Meeting
- Evaluation Report
- Eligibility Determination with Signatures
- Prior Written Notice of Special Ed Action
- Consent for Evaluation

Remove 'DRAFT' No white-outs or cross-outs, unless initialed.

A typed explanation should be included if there is **something that should be explained**.

**If your meeting needs to be continued**, you only need one set of papers from the original meeting. The paperwork should be dated the date of the original meeting and the "next date" on the cover page should be from the original date. You will need to provide 2 notices of meeting and 2 signature pages - 1 each for the original date and 1 for the continued date. At the top of the signature page for the continuation, write "continued from xxdate".

The completed paperwork has the correct IEP meeting date in the top right hand corner of each page.