☐ Contact info is correct.

☐ Disability eligibility category is correct.

☐ Required team members were present.

☐ Any team members unable to stay were excused by parent and staff.

☐ Dates: Annual review date is correct. 3-year review date is correct.

☐ Least Restrictive Environment was protected.

☐ Free and Appropriate Public Education was offered.

☐ Specialized Instruction and Services are specific:
  ☐ It states exactly what will be provided.
  ☐ Clearly states frequency: how often services will be rendered.
  ☐ Clearly states duration: How much time each session should last?
  ☐ States whether service is provided Individual or group setting.
  ☐ Explains how the service will be given: Push-in or Pull out
  ☐ The start and end dates are correct.
  ☐ The person responsible is correct.

☐ Assistive Technology was considered

☐ Accommodations/Modifications were individualized.

☐ Transportation was considered.

☐ Extended School Year (ESY) +/- or Extended School Day (ESD) eligibility was discussed.

☐ Related services, such as: Gifted Services, AP Classes, Speech, RSP, Remedial Instruction, and/or ELL supports were discussed, as appropriate.

☐ Extra-Curricular Activities and Non-Academics were considered.

☐ Additional Evaluations formally requested, if needed.

☐ Positive Behavior Support or Intervention Plan (BSP or BIP) was reviewed, as appropriate.

☐ For students 16 or older, Transition to Adult Services: Graduation, College, Vocational Ed., Independent Living Skills were discussed.

☐ IEP notes are accurate/complete (all important discussions noted)
Parent Requests and Concerns were clearly documented and addressed.