



# EDMOND PUBLIC SCHOOLS

## Special Services Center

### Subsequent IEP Checklist

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

IEP Date: \_\_\_\_\_ IEP Due Date: \_\_\_\_\_

Forms and documentation to be INCLUDED in every Subsequent IEP meeting:

\_\_\_\_\_ 1) Parent Contact

**NOTE:** Document TOR offered multiple dates/times and parent confirmed a specific date/time)

\_\_\_\_\_ 2) OK—Meeting Invitation

\_\_\_\_\_ 3) Progress Report (Just prior to writing new subsequent IEP must close out previous IEP by writing progress report on previous IEP goals/objectives).

\_\_\_\_\_ 4) Staff with school personnel regarding a draft IEP proposal: Check with all related service personnel (e.g., OT, PT, Speech Pathologist, School Psychologist, Counselor, etc.) who are a part of the student's IEP to staff prior to the IEP meeting, and make certain they are aware of any parent concerns.

\_\_\_\_\_ 5) Create DRAFT IEP in EdPlan will allow parent to see the final draft proposal

NOTE: Email or Send home DRAFT IEP with the OK—Meeting Invitation prior to formal IEP meeting  
Take DRAFT IEP into meeting, but when finalized make certain to cross through the word DRAFT and write FINAL with initials of all team members. Some parents will review IEP in EdPlan Connect

\_\_\_\_\_ 6) Parent Rights (aka Procedural Safeguards)

\_\_\_\_\_ 7) Lindsey Nicole Henry Scholarship

\_\_\_\_\_ 8) Written Notice to Parents

NOTE: Written Notice is a summary of what occurred in the formal meeting. This document is written in past tense to parent. Written Notice may be mailed after the IEP meeting to parent. Do not finalize before meeting. May be provided to parent at IEP meeting if a computer is available to make changes to what was proposed or refused and what was initiated and/or changed. Additional forms depend on the need of the student. Example: For a re-evaluation the school psychologist will bring the Review of Existing Data (RED), Parent Consent for Evaluation, and if going over the results of the testing the MEEGS eligibility form.

\_\_\_\_\_ After IEP meeting: Type edits made during IEP meeting and finalize all documents in EdPlan.

Note: The RED then the eligibility form (MEEGS) must be finalized first before the IEP can be finalized.

\_\_\_\_\_ Scan in the original IEP into EdPlan under the "Document" tab, click on "Upload External Document(s)" unless the team uses the electronic signatures. If using electronic signatures then make certain all changes have been typed into the IEP for the parent to sign the final document electronically.