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| **Set-up for IEP Meeting** | **Completed 🗹** |
| Create & send invitations to parents, student and team members (2 weeks prior to meeting) |  |
| Reserve room w/ building secretary |  |
| Add IEP information to Google Doc schedule worksheet |  |
| Obtain REED signed by parent (if re-evaluation) |  |
| **Student Information Needed Prior to IEP** |  |
| Teacher input forms |  |
| Standardized testing sheet (SAT, ACT, Explore, etc.) |  |
| ESTR-J |  |
| Current grades from PowerSchool |  |
| Transcript/graduation audit |  |
| Agency permission sheet signed by parent/guardian |  |
| **Materials to Bring to IEP** |  |
| Draft IEP x 2 (copy for parent) |  |
| Medicaid information sheet |  |
| Medicaid signature sheet |  |
| Signed agency permission sheet |  |
| Upcoming schedule/schedule requests (if applicable) |  |
| Parent consent for SAT accommodations  |  |
| **After IEP** |  |
| Send the following documents to Joan:* Sign in sheet from IEP meeting (invitation)
* Published IEP
* Signed agency permission form
* Signed consent to administer transition assessment
* Signed Medicaid form (if not already on file)
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| Signed MET (if initial or re-evaluation) |  |
| Update & send accommodations to gen ed. staff  |  |
| Update objective logs  |  |
| Log Medicaid entry into website |  |
| Gave/Sent **signed** copy of IEP to parent |  |

IEP Checklist—Leslie High School