

## IEP Audit Checklist

Revised July 2011

Child's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Psychologist/Case Manager: \_\_\_\_\_

School: \_\_\_\_\_

- ☐ \*IEP Audit Checklist
- ☐ Program Change form-complete (if applicable)
- ☐ Coordinator Data Sheet-complete but do not attach
- ☐ Demographics-complete but is not a document
- ☐ \*Notification of Conference
- ☐ Parent Notification of IEP Amendment
- ☐ Withdrawal of Consent for Special Ed Placement
- ☐ Prior Written Notice to Parents
- ☐ \*IEP Top of Form page/IEP Top of Form Signature Page
- ☐ Excusal of IEP Team Members
- ☐ \*Parent Acknowledgement Procedural Safeguard
- ☐ Autism Considerations
- ☐ Extension of Timeline Agreement
- ☐ Parent Consent for Billing Public Insurance
- ☐ Authorization for Exchange of Confidential Education & Health Information

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- ☐ Age of Majority (Sent to parent/guardian one year before 18<sup>th</sup> birthday)
  - ☐ Delegation of Rights to make Educational Decisions (Given to student during IEP meeting when he/she turns 17 years of age)
  - ☐ Student & Parent Consent for Agency (used for Transition Plans)
  - ☐ Scheduled Courses (HS)

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- ☐ Notification of Decision Regarding a Request for an Evaluation
  - ☐ Consent for Initial Evaluation (2 pgs)
  - ☐ Consent for Reevaluation (2 pgs)
  - ☐ Documentation of Evaluation Results –Child Find Only
  - ☐ Documentation of Intervention/Evaluation Results
  - ☐ Eligibility Determination-Other than SLD (Includes sped criteria pages)
  - ☐ Eligibility Determination –SLD only
  - ☐ Consent for Initial Provision of Special Education and Related Services

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- ☐ \*Individualized Education Program or Service Plan
  - ☐ Level of Assistance Matrix
  - ☐ Functional Behavioral Assessment
  - ☐ Behavioral Intervention Plan
  - ☐ Manifestation Determination
  - ☐ Summary of Performance (HS)
  - ☐ Outcomes Rating form (PK)
  - ☐ \*Notification of Conference Recommendations

**Please Note:** Information with an asterisk (\*) are the minimal requirements for ALL IEP meetings.