Order to submit IEPs to the Central Office:

             1. Student Profile Sheet

             2. Due Process Checklist

             3. Prior Notice Letter/s

             4. Copy of all IEP pages with signatures

             5. ESY Factsheet

             6. All documents checked on the Placement/LRE Page

             7. Documentation of Collaboration with regular education teacher/s

             8. If the student is 15 years old or older, include agency invitation

                 letter and parent agreement for agency invitation form

             9.  If the parent did not attend the IEP, include the absent parent letter

           10.  All IEPs must have the assistive technology consideration

                  checklist and parental consent for Medicaid attached