

Avoyelles Parish Special Services

IEP DUE PROCESS CHECKLIST

Student Name:

Phone #:

School:

Mailing Address:

Type of IEP: Initial

Interim

Review

Re-Evaluation

ATTEMPTS TO SECURE PARENT PARTICIPATION AT IEP MEETING

	Method	Parent Response
First Attempt	<input type="checkbox"/> PWN Letter sent via: <input type="checkbox"/> email <input type="checkbox"/> text message <input type="checkbox"/> JCampus <input type="checkbox"/> certified mail <input type="checkbox"/> PWN Letter sent by above method & Phone Call	<input type="checkbox"/> Will Attend <input type="checkbox"/> Will Not Attend <input type="checkbox"/> Requested New Date <input type="checkbox"/> Other
Date:		
Second Attempt	<input type="checkbox"/> PWN Letter sent via: <input type="checkbox"/> email <input type="checkbox"/> text message <input type="checkbox"/> JCampus <input type="checkbox"/> certified mail <input type="checkbox"/> PWN Letter sent by above method & Phone Call	<input type="checkbox"/> Will Attend <input type="checkbox"/> Will Not Attend <input type="checkbox"/> Requested New Date <input type="checkbox"/> Other
Date:		
Third Attempt	<input type="checkbox"/> Certified Letter (return receipt requested)	<input type="checkbox"/> Will Attend <input type="checkbox"/> Will Not Attend <input type="checkbox"/> Requested New Date <input type="checkbox"/> Other
Date:		

*NOTE: PWN can still be sent home with student but must also be done in conjunction with one of the above methods.

OUTCOME OF IEP MEETING

Date meeting held:

Parent agrees to IEP

Parent does not agree to IEP Explain: