Special Education Team Responsibilities for IEP Annual Review
K-12

If not completed at a Re-Evaluation meeting, _____ schedules the IEP Annual Review by its due date.

_____sends out Notification of Conference & makes 2 follow-up notices to parent before meeting & documents contacts on Conference Summary Report.

ALL Relevant IEP Team Members

complete relevant sections of IEP.

_____ prepares Excusal form, Waiver of 10-day forms, Procedural Safeguards , Initial Consent, and Notification of Conference Recommendations

_____ prints all forms and brings them to the meeting.

_____ facilitates the meeting and completes forms during the meeting.

_____thoroughly reviews Procedural Safeguards with parent at meeting.

_____copies forms and gives copy to parent: _____ attaches Checklist, uploads IEP into Embrace, and puts copy in school file