Special Education Team Responsibilities for Initial IEP
K-12

If not completed at Eligibility IEP meeting, _____ schedules the Initial IEP

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

<u>ALL Relevant IEP Team Members</u>

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 Procedura Safeguards with parent at meeting & obtains Initial Consent from Parent.

_____ copies forms and gives copy to parent: _____ attaches Checklist, uploads original IEP in EmbraceIEP, and puts copy in school file