

EFFECTIVE IEP MEETING CHECKLIST
Self-monitoring Checklist (continued)

Level of Competence	Acceptable	Needs Improvement	Level of Competence	Acceptable	Needs Improvement
AT THE END OF THE MEETING					
<input type="checkbox"/> Summarize decisions made and commitments of participants regarding responsibilities. <input type="checkbox"/> Look over documents; check completeness and correct errors. <input type="checkbox"/> Have participants sign appropriate forms.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> If documents are complete, distribute copies to participants. If forms require changes, inform parent/guardian they will receive a completed copy within 10 calendar days. <input type="checkbox"/> Thank all participants for attending.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
AFTER THE MEETING					
<input type="checkbox"/> Implement the IEP as soon as possible. Exceptions: If meeting occurred during vacation or where there are circumstances (i.e., transportation) which require a short delay. <input type="checkbox"/> Complete Census form. <input type="checkbox"/> Complete IEP checklist, collate forms, copy, staple and make distribution of forms. <input type="checkbox"/> Inform teachers and administrators not in attendance who have contact with the student of any changes to the student's IEP.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Monitor student's progress throughout the duration of the IEP – provide reporting as determined on the IEP. <input type="checkbox"/> Take necessary action(s) in the event that the student does not meet progress as anticipated, to include: <input type="checkbox"/> 1. Consult with regular education teacher/ administration as appropriate. <input type="checkbox"/> 2. Consult with parent/guardian as appropriate. <input type="checkbox"/> 3. Modify/adjust intervention/support as agreed upon by parent/guardian.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>