**ANNUAL REVIEW**

The law requires schools to hold an annual review of a student’s IEP. Case managers are responsible for maintaining a log of their case load indicating when each student is due for an annual review. The case manager schedules this meeting prior to the end date of the current IEP. At the annual review, the team discusses progress on the current goals, current performance levels, and addresses new goals for the new IEP. Copies of progress reports on the previous goals should be attached.

Annual reviews should be held no later than the date of the initial IEP or last IEP Annual Review. It is strongly advised to schedule the meeting date prior to the actual due date to allow opportunity to reschedule the meeting if cancellations need to occur. Per ISBE guidelines, failure to meet the Annual Review due date results in non-compliance.

All forms associated with the respective type of IEP meeting (Annual Review or IEP Review) must be completed.

Use of the VASE IEP Annual Review Agenda is strongly recommended and/or required per building guidelines.