

TRANSFER ACCEPT**IEP Compliance Review Checklist**

Original documents should be sent in the following order within 2 weeks of meeting along with this form.

Student Name _____ SASID _____

Teacher Name _____ School/District _____

Indicate acceptance of Transfer IEP and be sure dates of all documents are the date of the Adopted IEP

_____	New Student Data Sheet
_____	Section (#1-3) Cover Page: Type of Meeting; Date of Meetings; Student/Family Info; Eligibility
_____	Section (#4-5) Signature Page ORIGINAL ; Procedural Safeguards; IEP Participants ● Make sure a signature is on the document
_____	Section 9: Annual Goals and Objectives
_____	Section 10: Accommodations and Modifications
_____	Section 11: Extended School Year Determination
_____	Section 12: State/District Assessments
_____	Section 13: SPED/Related Services in LRE
_____	Section 14: Least Restrictive Environment
_____	Eligibility Determination Page
_____	Copy of Out of District IEP

***If the team Accepts and Amends the IEP the following will also need to be included**

_____	Amendment PWN with parent signature or notification
_____	Any part of the IEP that was amended

AMENDMENT PWN (Including ESY)**IEP Compliance Review Checklist**

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Teacher Name _____

School/District _____

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_____	Amendment PWN with parent signature or notification
_____	Any part of the IEP that was amended

Remove 'DRAFT' No white-outs or cross-outs, unless initialed.

A typed explanation should be included if there is **something that should be explained**.

If your meeting needs to be continued, you only need one set of papers from the original meeting. The paperwork should be dated the date of the original meeting and the "next date" on the cover page should be from the original date. You will need to provide 2 notices of meeting and 2 signature pages - 1 each for the original date and 1 for the continued date. At the top of the signature page for the continuation, write "continued from xxdate".

The completed paperwork has the correct IEP meeting date in the top right hand corner of each page.