Student Name_____ **SASID**_____

Teacher Name_____ **School/District**_____

_____ 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; Parent Permission for Additional Testing
- Does signature page match the Notice of Meeting?
- Excusal Forms if necessary

_____ Section 6: Present Levels - Must include Hearing and Vision_____ Student/Parent Input_____/Location of Healthcare plan (if there is one)_____

_____ Section 7: Consideration of Special Factors
- Is there a behavior or health plan, etc.?

_____ Section 8: Post-School Considerations (if applicable)

_____ 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

_____ Section 14: Least Restrictive Environment

_____ Behavior Plans/Other Plans

_____ Prior Written Notice

_____ Reviewed Goals/Progress Reports

_____ Notice of Meeting
 * Are all required members on NOM

For High School Students: should have 2 Notice of Meetings, one addressed to the parent and one addressed to the student

*Special Ed Designee_____ *Special Education Provider (can be the designee)_____ *Regular Education Teacher_____

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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 lof 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.

6/23/16