

	<p align="center">RIVER BEND EDUCATION DISTRICT</p> <p align="center">1315 S Broadway Street New Ulm, MN 56073 ph(507) 359-8700 fax (507) 359-1161</p>
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Before IEP Checklist

Student _____

	Two months prior to IEP	If the student receives paraprofessional services, have paraprofessionals complete a time study.
	3-5 days later	Touch base with the paraprofessional to determine if they are completing the time study accurately and any trends identified.
	6 weeks prior	Review the time study that was completed for accuracy and potential areas of building student independence
	6 weeks prior	Start anticipating potential goal areas for the student. Start collecting data if you do not have the information available.
	6 weeks prior	If Transition Eval Completed: Verify Transition Eval is complete & interview student for Measurable Postsecondary Goals (<i>John will work attend college part-time to pursue a degree in business</i>)
	5 weeks prior	Contact the parents to set up time. <u>Who is the parent?</u> (This allows time for phone tag, meeting cancellations, etc.)
	Check License	Make sure someone <u>licensed</u> in primary disability as at meeting
	TeamMtg Notice	Send out a team meeting notice. (Make sure you give adequate notice for itinerant people)
	Page 1	Update any info
	Transition (Once Tran Eval Comp)	Draft Post-Secondary goals have “will”, part-time/full-time, and no “or”, “wants to”, “hopes to” or “plans to” <i>John will work attend college part-time to pursue a degree in business.</i>
	Transition	Draft remainder of transition pages
	<u>PLAAFP</u>	Start PLAAFP template, leaving blanks for parent input and additional areas as appropriate

Goals	Start developing drafts of goals <i>STUDENT will increase his ability to _____ from ____ to _____</i>
Updates in IEP	Do any other updates as you feel appropriate in the IEP
2 days prior to meeting	Develop a packet for the IEP Meeting: <ul style="list-style-type: none"> • <u>Team Sign In</u> • <u>Parent Rights</u> • <u>Transfer of Rights Form</u> (if the Transition Evaluation has been completed, check to see if the Transfer of Rights box is checked at the bottom of page 2 of the Transition Services page), if not - print 3 copies of the form - SpEd Forms - 3 lines under the IEP link (one for parents, one for student, and one in file) • <u>Special Transportation Form</u> (if applicable in your district- Anything the bus driver needs to know about the student, special route, adapted vehicle, or special staffing) • The Draft IEP (Clearly marked DRAFT) or last year's IEP • Relevant Data • Grades, missing assignments, etc
2 days prior to meeting	Send reminder for team meeting
Immediately after meeting	Start After IEP checklist