Annual IEP Review Checklist

Complete guide for annual IEP meeting preparation

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30 Days Before Meeting

- [ ] Send meeting notice to parents
- [ ] Compile all assessment data
- [ ] Review current IEP goals
- [ ] Gather progress monitoring data
- [ ] Request input from all service providers
- [ ] Schedule team preparation meeting

Data Compilation

- [ ] Academic assessment results
- [ ] Behavior data and progress
- [ ] Related services progress
- [ ] Attendance records
- [ ] Discipline records
- [ ] Work samples
- [ ] Parent input forms
- [ ] Student input (if appropriate)

Goal Analysis

- [ ] Calculate mastery percentage for each goal
- [ ] Document instructional strategies used
- [ ] Note environmental modifications
- [ ] Identify goals to continue/modify/discontinue
- [ ] Draft new proposed goals
- [ ] Prepare visual progress graphs

Meeting Day Checklist

- [ ] All required team members present
- [ ] Parent rights provided
- [ ] Agenda distributed
- [ ] Data presentation materials ready
- [ ] Draft IEP document prepared
- [ ] Accommodation/modification list current

Post-Meeting

- [ ] Finalize IEP document
- [ ] Obtain required signatures
- [ ] Distribute copies to team

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- [ ] Update data collection systems
- [ ] Communicate changes to all staff
- [ ] Schedule progress monitoring

Streamline IEP Meetings

Classroom Pulse generates comprehensive progress reports for IEP meetings with one click.

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