

Summer IEP Prep Checklist

No matter when you work on your IEP's throughout the school year, it is **ALWAYS** a stressful time. There are always 1,000 other things to do when you have an IEP coming due, and finding time to sit down and focus is difficult.

If this sounds like you, try something new this year, and do some IEP prep in the Summer. **For EACH STUDENT on your caseload do these tasks now**, so you can have them checked off on your list when IEPs start coming due during the school year.

IEP Summer Prep Tasks:

- Create a new IEP and share with related service providers.
- Update Cover Sheet
- Organize the Profile Section of the IEP with sections you include, and copy/paste any info from the previous IEP Profile that continues onto the next IEP. (I typically copy/paste the entire profile, highlight it yellow, then delete information I know will change. After I change/update information/data, I take off the yellow highlighting so I know it's current information.)
- Create and Number your goals (No need to write the goals, just label them)
- Complete the Special Instructional Factors Section - add your goal minutes, accommodations and modifications that will continue to the next IEP
- Complete the LRE, Transportation Section, and Testing Pages
- Open a new Invitation
- Open a new Attempts Page
- Add Due Date Reminders to you calendar/plan book (if you haven't already done so)

Directions:

1. Print a copy of the Summer Prep IEP Checklist for each student on your caseload.
2. Staple a Summer Prep IEP Checklist to the front of a folder for each student.
3. Complete the checklist for each student over the Summer. Spread them out so it's not overwhelming. (ex. 1-2 students per week or day)

Happy Preparation! You will thank yourself in October when you have 2 IEPs due, Halloween party planning, and conferences at the same time!



Summer IEP Prep Checklist

Student_____

IEP Due Date_____

Done	Date	Task
		Create new IEP and share with related service providers
		Update Cover Sheet
		Organize the Profile Section of the IEP
		Create and Number your goals
		Complete the Special Instructional Factors Section - add goal minutes, accommodations and modifications that will continue to the next IEP
		Complete Least Restrictive Environment Section (LRE)
		Complete Transportation Section
		Complete the Testing Section
		Create Transition Goals (if age appropriate)
		Open New Invitation
		Open New Attempts Page

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