DIVISION OF ELEMENTARY, SECONDARY, AND SPECIALIZED EDUCATION

Timeliness of Evaluation/Re-Evaluation and Annual IEPs Checklist

Yes or No   **1.** By the start of the school year, have you developed a list of all annual IEPs and re-evaluations based by month based on information from SEDS?

Yes or No   **2.** Have you developed a system for on-going training of new staff or staff unfamiliar with the IEP process and requirements?

Yes or No   **3.** Have you developed written directions for each type of staff as to requirements/responsibilities for annual IEP development, initial evaluations, and re-evaluations?

Yes or No   **4.** Have you developed a monthly schedule for notifying all involved staff of upcoming IEPs, evaluations and re-evaluations to be sent 4 weeks prior to the month in which the event is due?

Yes or No   **5.** Have you established a due date for completed IEPs, evaluation documents, etc., at least 30 days prior to scheduled meetings for quality control review by administrator in charge of special education?

Yes or No   **6.** Do you provide monthly communication via email and staff meetings on tips to successfully complete all activities and input in a timely manner to required data systems?

Yes or No   **7.** Have you created a list of all staff involved in development of IEPs and re-evaluations/evaluations including all general educators, special educators, and service providers who currently have students with IEPs in their class or on their caseload?

Yes or No   **8.** Have you provided directions to all staff and provide training on this process including their responsibilities, timeframes, and input requirements as well as monitoring for quality, completeness, and timeliness?

Yes or No   **9.** Have you provided training on data systems and responsibilities to all staff required to input data into SEDS, LEA data systems, etc.?

Yes or No   **10.** Do you incorporate initial evaluation information into monthly email of IEPs and re-evaluations which are due, adjusting to ensure workload is doable yet timely?