

IEP Distribution Checklist

- Send home parent invitation at least 2 weeks prior to meeting...
- Send home parent survey (can include future planning statement, list of medications, allergies, etc...) prior to meeting...
- Collect data prior to writing IEP...
- Reserve conference room or meeting place prior to meeting...
- Invite the necessary members of IEP team...
- If possible, send home a draft of IEP prior to meeting...

Parent Copy:

- Copy of signed IEP (cover page-pg. 14)
- PR-01
- Excusal Form (OP-05)
- Who's Idea Is It?
- Scholarship Notice

Permanent File Copy:

- Original signed IEP (cover page-pg. 14)
- PR-01
- EMIS
- Parent Invitation (PR-02)
- Documentation of Attempts (OP-09)
- Excusal Form (OP-05)
- Progress Reports attached to corresponding IEP

ESC File Copy:

- Copy of signed IEP (cover page-pg. 14)
- PR-01
- EMIS
- Parent Invitation (PR-02)
- Documentation of Attempts (OP-09)
- Excusal Form (OP-05)
- SPF-Student Placement Form if student has moved, transferred or transferred to a new teacher (for billing & roster purposes) This form is found on the NwOESC website (Special Ed/Special Ed Forms/Optional ODE Special Ed forms/Student Placement Forms)