samegoal

Annual Review

While a student is receiving special education services, their IEP needs to be reviewed and updated annually to ensure their needs continue to be met.

Annual review

Steps *To review a student's IEP:*

1. Create a **Notice of IEP Team Meeting**.
2. Provide meeting details.
3. The purpose of the meeting should include **To develop, review, and/or revise the student's IEP**.
4. Share the document with the parents so they may respond with their plans to attend.
5. Mark the document complete.
6. Create a new **Individualized Education Program**.
    - A new IEP can be created from scratch or by copying an existing IEP to a new document.
7. Select **Annual Review** as the meeting type (or **Triennial Review** if a reevaluation was conducted).
8. Provide relevant dates.
    - Next Annual IEP should be due in 1 year.
    - Next Evaluation should be due 3 years after the last evaluation.
9. Fill out the rest of the document.
    - If you created the document from scratch, fill it out as per your district's workflow.
    - If you copied from an existing document, review and update any fields that were copied over and fill out the remaining empty fields.
10. Share the document with the parents and meet to review the plan.
11. Add signatures.

12. Mark the document complete.

Review of Existing Evaluation Data (optional)

The year before a reevaluation needs to be conducted, while meeting to review the IEP, the team may choose to conduct a review of existing evaluation data to determine evaluation needs for the following year.

Steps *To conduct a REED as part of an IEP review:*

1. While meeting to review the plan, at the bottom of the IEP, click **add Triennial Reevaluation Determination (optional)**.
2. Enter in relevant dates.
3. Review existing data and indicate which sources of information were reviewed.
4. Summarize the data.
5. Make a determination regarding whether additional data is needed in order to make an eligibility determination, and if more information is needed, specify which assessments are needed.
6. Add signatures and mark the document complete.

If additional data is needed, the existing reevaluation deadline will remain. If no additional data is needed, the evaluation deadline will be pushed to three years after the determination was made.