

## **Annual Review**

While a student is receiving ESE services, you'll need to review their IEP annually to ensure the student's needs are still being met.

## **Annual Review**

Before an IEP review can take place, the LEA will need to invite the parents to the meeting.

## **Steps** *To invite the parents:*

- 1. Create an **IEP Meeting Notice**.
- 2. Enter the date.
- 3. Provide meeting details, including date, time, and location.
- 4. Select **IEP annual review** as the meeting purpose.
- 5. Fill out the rest of the document, including adding information about meeting participants.
- 6. Share the document with the parents.
- 7. The parents should indicate their plan to attend, enter the date, sign the document.
- 8. Once the parents have responded, enter the **Date District Received**.
- 9. Mark the document complete.

The ESE team and parents must then meet to review the IEP. The IEP review must be completed within one year of the prior IEP.

## **Steps** To review a student's IEP:

- 1. Create an **Individual Educational Plan**.
  - You may do so by creating a new IEP or by copying from the prior IEP.
- 2. Enter the relevant dates and list the student's exceptionalities.
- 3. Select **IEP annual review** as the meeting purpose.

- 4. Develop the plan and fill out the rest of the document. If you copied from a previous IEP, be sure to review the information that was copied over and make updates as needed.
- 5. In Section 12, click **add Meeting** and have all meeting participants sign the document.
- 6. Mark the document complete and provide a copy to the parents.

When the plan is completed, a deadline will be calculated to complete another IEP review in 1 year.