samegoal

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.

Additionally, a student's Matrix of Services should be reviewed annually and a new one should be completed at least every three years or any time services are changing.