samegoal

Annual Review

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

Annual Review

Before holding an IEP meeting, you'll need to invite the parents no later than 10 days prior to the proposed meeting date.

Steps *To invite the parents:*

1. Create a **Notification of Conference**.
2. Enter the date.
3. Provide meeting details, including date, time, and location.
4. Indicate that the purpose of the conference is **IEP Review and Revision**.
5. Fill out the rest of the document and add a signature.
6. Share the document with the parents.
7. Mark the document complete.

The IEP team and parents must meet to review and revise the IEP within one year from the last IEP.

Steps *To review the IEP:*

1. Create a new **Individualized Education Program** or copy last year's IEP. IF you copy last year's IEP, be sure to review all information and update as needed.
2. Enter the date.
3. Select **Annual Review** as the purpose of conference.
4. In Section G, click **add Present Levels of Academic, Developmental, and Functional Performance**.

5. Summarize the student's present levels of achievement.
6. In Section M, click **add Goals and Objectives/Benchmarks** for each goal that needs to be documented.
7. Provide goal and objective/benchmark information.
8. In Section N, click **add Education Accommodations and Supports**.
9. Add accommodations in each applicable area.
10. In Section O, click **add Assessment**.
11. Indicate which assessments the student will need accommodations for.
12. In Section P/Q, click **add Educational Services and Placement**.
13. Detail the supports the student will receive and provide dates.
14. Fill out the rest of the document and add signatures on the Cover page.
15. Mark the document complete and provide a copy to the parents.

After the IEP meeting, the LEA must send a notification to the parents of the IEP team's recommendations within 10 school days of the IEP.

Steps *To notify the parents of recommendations:*

1. Create a **Notification of Conference Recommendations**.
2. Enter the date.
3. Provide meeting details.
4. Indicate that the student **Will receive the special education and related services as listed in the IEP**.
5. Fill out the rest of the document and add a signature.
6. Share the document with the parents and be sure to give them **Can View and Sign** permission.
7. The parents can indicate whether they agree to waive the 10 day interval or disagree to waive the interval.
8. Once the parents fill out the document, it can be marked complete.