

## Annual IEP 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

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

1. Create a **Parent Invitation**.
2. The purpose of the meeting should be **To develop, review, and/or revise the student's IEP**.
3. Provide meeting details and specify the written notice number.
4. Share the document with the parents.
5. When the parents respond, mark the document complete.
6. Create a new **Individualized Education Program** for the student. You can create a new IEP from scratch or by copying an existing IEP to a new document.
  - When copying an IEP from a previous year, several of the fields will copy over and will already be pre-populated, which can help save time.
7. The meeting type should be **Annual Review**.
8. Provide relevant dates.
  - Next ETR should be due 3 years after the last evaluation.
  - Next IEP review should be due in 1 year.
9. If you created the IEP from scratch, fill it out as normal. If you copied from an existing document, review all fields and update as necessary.
10. Share the document with the parents and meet to review the plan.
11. In **Section 15**, have the parents fill out the **IEP Annual Review** section.
12. Add signatures and complete the document.

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

