samegoal

Early Intervention: Annual Review

Annual Review

Each year that a student is in the special education program, they will need their plan document reviewed. Before meeting to review the IEP, invite the parents to the meeting.

Steps *To invite the parents to the IEP meeting:*

1. Create an **Early Intervention - Invitation to Participate in the IEP Team Meeting or Other Meeting**.
2. Enter the date sent.
3. The purpose should be **Discuss your child's current IEP to review and revise it as needed**.
4. Provide information about the meeting.
5. Share the document with the parents.
6. The parents can then fill the document out with their plans to attend.
7. Once the parents respond, a staff member can fill out the **Date of Receipt** field and mark the document complete.

The IEP will need to be completed within 1 year - 1 day of the previous IEP.

Steps *To develop the IEP:*

1. Create an **Individualized Education Program - Early Intervention**.
2. Click **add Meeting** and enter the meeting data and select **Annual** as the purpose of the meeting.
3. Fill out the following sections:
    - Demographics and IEP Team Membership
    - Child and Family Information
    - Special Considerations (factors checked "Yes" must be addressed in the IEP)

    - Measurable Result/Outcome/Goal
    - Early Intervention Services
    - Participation in Early Childhood Environment
    - Participation with Typically Developing Children
    - Early Intervention Services During Scheduled Breaks
    - Transition Plan (if applicable)
4. Share the document with the parents and meet to review the plan.
5. All participants must sign the document.
6. The parents will also need to sign off that they received a copy of the **Procedural Safeguards Notice**.
7. Mark the document complete.

If the plan review was done following an evaluation, create an **Early Intervention - Notice of Recommended Educational Placement/Prior Written Notice**, provide information about the educational placement and share it with the parents.