

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
 - o 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
- o 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.