samegoal

School Age: 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 **Invitation to Participate in the IEP Team Meeting or Other Meeting**.
2. Enter the date sent.
3. The purpose should be **Discuss possible changes in your child's current IEP 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**.
    - Optionally, copy from the previous IEP.
2. Enter the meeting date and select **Annual Review** as the meeting type.
3. If you created the document from scratch, fill out the following sections:
    - Special Considerations (factors checked "Yes" must be addressed in the IEP)
    - Present Levels of Academic Achievement and Functional Performance
    - Transition Services (if student is 14+)
    - Participation in State and Local Assessments

    - Goals and Objectives
    - Special Education, Related Services, Supplementary Aids and Services, Program Modifications
    - Educational Placement
    - Educational Environment (only fill out Section A or Section B)
    - Communication Plan (if applicable)
    - FBA Worksheet and PBSP (if applicable)
4. If you copied from the previous IEP, review the document and make revisions as needed.
5. Share the document with the parents and meet to review the plan.
6. All participants must sign the document.
7. The parents will also need to sign off that they received a copy of the **Procedural Safeguards Notice**.
8. Mark the document complete.

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