

## 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.

### **Steps** *Steps to complete an annual IEP review:*

1. Send a **Notice of ARD Committee Meeting** and indicate the purpose of the meeting is to **develop, review, and/or revise the student's IEP** or to **determine eligibility for special education services** if you're doing an eligibility review.
2. 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.
3. Fill out and complete the IEP.
  - Select **"Annual Review"**.
  - If you created the document from scratch, fill it out as per your district's workflow.
  - If you copied from an existing document, review any fields that were copied over and fill out the remaining empty fields.
4. Create a **"Prior Written Notice"** and state the purpose is to **"propose"** to **"initiate"** or **"change"** the **"identification of the child"**, the **"educational placement of the child"**, or the **"provision of a free appropriate public education to the child"**.
  - When this document is completed, there will be no more deadlines for the student for special education until the next year when you'll need to complete another annual review.