samegoal

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.
5. Create a new **Special Education Funding Tool** and fill it out based on the services documented in the IEP to determine the tier of intensity.