

Post IEP Meeting Checklist

- ___ Close out the IEP, make sure parents have a final signed copy.
- ___ Turn in all original copies of the IEP to your Department for filing.
- ___ Create new data sheets for easy data collection for all areas of need.
- ___ Communicate to all teachers and providers there is a new IEP in place and how to access it.
- ___ Make sure you check back with the IEP every now and then to ensure you're still doing what needs to be done.
- ___ Don't forget quarterly progress reports! (If that is what your county does)