**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)