CHECK-OUT WITH PARENT AS MEETING CONCLUDES

- Parents received a copy of the Prior Written Notice Document by Case Manager. (…or a plan to produce one in 10 business days is communicated.)
- Parent asked to provide consent or reject the IEP via their signature.
  
  Helpful hint: Parents are not required to sign consent at the meeting. If they choose, they may be provided a COPY of the IEP to take home to consider and return the signed COPY at a later date. The last agreed upon IEP remains in effect.
- Parents received a copy of the Legal IEP (the draft IEP that has now been reviewed, sign and presented).
- Parents received a copy of any reports, IEP attachments, etc. reviewed at the IEP meeting.

CHECK-OUT PROCEDURES FOR CASE MANAGER AS MEETING CONCLUDES

- Case Manager replicates Legal IEP with IEP in EDplan.
- Case Manager FINALIZES the IEP documents in EDplan.
- Case Manager indicates PARENT RESPONSE in EDplan.
- Case Manager places all documents related to the IEP in the child’s educational record.
- Case Manager implements necessary communications with teachers and staff at school regarding IEP.
- Case Manager completes necessary process documentation for communication with Central Office (IEP REVIEW).