

IEP PAPERWORK CHECKLIST (August 2022)

(PLEASE SEND PAPERWORK INTO FOUR RIVERS IN THE ORDER LISTED BELOW)

Originals are to be kept in the Teacher File---copies are to be sent to Four Rivers (Master File)

PAPER CLIP TO TOP OF IEP/EDC:

- * **Data Form (Student Tracking/FACTS form)** Top of packet (Paper Copy – Not from EMBRACE)
- Indicator 13 checklist** (Transition-age students- 14 ½)
- Medicaid Consent Form:** In EMBRACE under Student Information, ensure that “Yes” or “No” under “Consent to Bill” has been chosen. If the field is blank, check the file for the Medicaid Consent Form and complete the field. If the form is not in the file, have the form signed by the parents and complete the field.
- Amendment Form** (if applicable)
- * **Conference Recommendations**
- * **Conference Summary Report**
- * **Additional Notes/Information**
- Domain Paperwork:** (Embrace forms) (if applicable)
- Doc of Evaluation Results** (EDC only)
- Eligibility Determination (Non LD)** (EDC only)
- Doc of Intervention Results (LD)** (if applicable, EDC only)
- Eligibility Determination (LD)** (EDC only)
- Functional Behavioral Assessment** (if applicable, EDC only)
- Manifestation Determination Form** (if applicable)
- * **Present Levels of Educational Performance**
- Secondary Transition** (Transition- age students - 14 ½)
- Behavior Intervention Plan** (if applicable)
- * **Conference Goals and Objectives**
- * **Educational Accommodations**
- * **Assessment**
- * **Educational Services & Placement**
- Autism Considerations** (*complete for every IEP of a student with an Autism eligibility*)
- Consent for Initial Services** (*if new placement or moved in from out-of-state with an IEP*)
- Transfer of Rights** (*student---17 years old*)
- Delegation of Rights** (*student---18 years or older*)
- Transition Consent** (*Transition- age students – 14 ½*)
- Excusal of Team Member** (*if invited participant did not attend the meeting*)
- * **Notification of Conference**
- 10 day waiver (4R-72)** (*Paper copy ONLY if Notification of Conference box in Embrace was not checked and initialed*)
- 3 Day Parent Letter** (Signed once and verify the parent’s choice annually. Change the form if necessary. Put the parent’s choice on the Student Information Page in Embrace.)
- Authorization to Release/Exchange Confidential Information** (need signature if parent brings a non-guardian to the meeting)

*** Every IEP/EDC must have this form.**

