**I.E.P. Checklist**

* Read the current I.E.P.
* Contact the parents to arrange an I.E.P. meeting at least **1 month** prior to due date
  + record contact on TASS
* Invite all involved parties e.g. Learning Support, Enrichment Administrator etc.
* Send home the ***“Parent Contribution Form”*** given to you by the Enrichment Adminstrator
  + When returned: Scan and save ***“Parent Contribution Form”*** to TASS:

***“STUDENT FIRSTNAME\_SURNAME\_I.E.P.ParentContribution\_DATE”***

* + Give the hard copy to Enrichment Administrator
* Conduct IEP meeting
  + Fill out ***“I.E.P. Meeting Minutes”*** form
  + Save ***“I.E.P. Meeting Minutes”*** form to TASS:

**“*STUDENT FIRST NAME\_SURNAME\_I.E.P.minutes\_DATE”***

* Write a draft wiith at least 3 goals
* Give the draft to Enrichment Administrator at least **2 weeks** prior to due date
* Send I.E.P. home after the Enrichment Adminstrator has edited it and given approval to send it home
* Once I.E.P. is returned, give it to the Enrichment Adminstrator for final signatures **prior to the due date.**