

**ANNUAL REVIEW/ELIGIBILITY DETERMINATION PROCEDURAL CHECKLIST**

For Ages 12 & under

CASE MANAGER: \_\_\_\_\_

MONTH \_\_\_\_\_

<b>STUDENT NAME</b>	
<b>DETERMINATION OF STUDENT REPRESENTATIVE</b>	
<b>NOTICE (Should be at least 7 days prior to meeting)</b>	
<b>RECORD OF CONTACTS (DOCUMENT ALL PARENT CONTACTS</b>	
Notice Of Proposed Action Letter (EC #12) - if parent does not participate	
<b>PROCEDURAL SAFEGUARDS (Given and documented on EC#5)</b>	
<b>CONFERENCE SUMMARY (CS)</b>	
LRE documented in CS notes	
<b>IEP COMPLETE (within one year of previous IEP)</b>	
PLEP complete with baseline data	
PLEP includes adverse effect statement	
Goals and objectives are measurable and match PLEP	
Accommodations supported in PLEP	
Student's placement matches LRE (LRE on IEP and CS are the same)	
IEP date matches service dates	
ESY is discussed & documented	
Attach monitoring and parent progress reports to previous IEP's	
<b>IEP/CS MARKED COMPLETE IN IC</b>	
<b>SPECIAL ED. FLAG APPEARS IN IC</b>	
<b>ALL PAPERWORK COMPLETE AND GIVEN/MAILED TO PARENT WITHIN 3 DAYS</b>	
<b>SPECIAL FACTORS (IF APPLICABLE)</b>	
Behavior Intervention Plan complete and filed with IEP if applicable	
Participation Guidelines for Alternate Portfolio filed with IEP if applicable	
Special Transportation Forms filed w/ IEP and sent to CO	
<b>ELIGIBILITY (IF APPLICABLE)</b>	
2 Behavior Observations in File	
Consent to Evaluate complete	
Modified re-eval or full report in file (modified attached to CS)	
Disability/Eligibility documented in Conference Summary	
<b>Document performance is significantly and consistently below peers in CS</b>	