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**NORTH CENTRAL OHIO ESC
DISTRICT REPRESENTATIVE CHECKLIST**

Student Name _____

	✓	Tasks To Be Completed	Placement IEP
1.		The date for the next IEP review (top right corner of the signature page). (Month/Day/Year)	Signature Page
2.		Present levels clearly describe the student's involvement and progress in the general curriculum. Information should address academic and functional performance.	PLOP
3.		A thorough statement concerning how the disability affects the child's progress in the general curriculum is in place. Both in present levels and LRE.	PLOP and LRE
4.		The regular ed teacher's attendance must be clear and a signature must be in place. Print name and mark excused if permission given.	Signature Page
5.		Present levels of performance must contain the results of the child's performance on all state/district, diagnostic, & graduation assessments.	PLOP
6.		IEP addresses the disability related to the needs of the student that requires specially designed instruction (i.e. unique needs of child, access to general curriculum ensured).	PLOP
7.		The parent signature date must match the meeting date on the front of the IEP.	Signature Page
8.		When inserting dates, use specific dates (month, day and year) not just month and year.	All Pages
9.		<u>The four core members of the IEP team (Regular Ed Teacher, Special Ed Teacher, District Representative, and parent) must be present, unless excused with permission page.</u>	Signature Page
10.		Mark initial IEP boxes <u>only</u> if this is the student's first IEP ever.	Signature Page
11.		In Step 1 – Future Planning, document what parent would like to see as well as student (e.g. "mom would like to see....; Johnny wants to be able to").	Future Planning
12.		IEP must be driven by the MFE – they must match. Students can only receive special ed services for areas in which they qualify (e.g., if Johnny is SLD for Reading Comp., he cannot receive services for math.)	Goals
13.		The IEP is for special ed services, goals, objectives, etc. – specific courses should not be listed for general ed, only the summary of <i>special education services</i> not regular ed.	Goals and Signature
14.		When the IEP is completed, all of the following forms MUST be stapled to it: A. Parent Invitation B. Documentation of Attempts C. Prior Written Notice (PR-01), if applicable D. FBA/BIP (if applicable) E. EMIS (Data Collection Form) F. District Reps checklist stating compliance is evident G. Permission to excuse, if applicable	

Key: PLOP = Present Levels of Performance RE = Least Restrictive Environment

District Representative Signature _____ Date _____