

# Annual IEP Checklist—Related Service

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

- IEP Meeting—Date/Time: \_\_\_\_\_ @ \_\_\_\_\_
- E-mail/meet with teacher for communication skills present level
- Enter information into the IEP
  - Present level
  - Goals
  - Services minutes
  
- Release of Information
  - \_\_\_\_\_
  - \_\_\_\_\_
  
- Send Releases (if needed)
  - \_\_\_\_\_
  - \_\_\_\_\_
  
- Update data sheet
- Update goal card