

***Amendment* Checklist for Special Education Clerks**

Student's FULL Name: _____

School: _____ Grade: _____ Caseload Teacher: _____

_____ Due Process Coversheet

_____ FTE Information Update Form (If there is a change in services)

_____ IEP Meeting Summary stating what is amended in IEP

_____ Individual Education Plan (1st page of IEP)

_____ End date of IEP is no later than one year from the meeting date

_____ Present Level of Achievement and Performance

_____ Consideration of Special Factors

_____ Transition Plan

_____ Goals and Objectives

_____ GAA Decision

_____ Accommodations

_____ CRCT Guidelines

_____ Student Supports

_____ Extended School Year

_____ Transportation

_____ Special Education Services

_____ Meeting Outcomes (finalized page) (Meeting attendees have been invited to meeting.)

_____ Meeting Outcomes (draft page)

_____ Meeting notice for Amendment. (Make sure LEA, SPED Teacher, General Ed Teacher and Parent are invited.)

_____ Documentation of Parent contacts (at least 3 attempts if parent did not attend meeting)

Date of IEP Amendment Meeting: _____

Date SPED Clerk received IEP paperwork from caseload teacher: _____

Date annual review sent to BOE: _____ Sent by: _____