

# Annual IEP Review Checklist

Complete guide for annual IEP meeting preparation

classroompulse.io

## 30 Days Before Meeting

- Send meeting notice to parents
- Compile all assessment data
- Review current IEP goals
- Gather progress monitoring data
- Request input from all service providers
- Schedule team preparation meeting

## Data Compilation

- Academic assessment results
- Behavior data and progress
- Related services progress
- Attendance records
- Discipline records
- Work samples
- Parent input forms
- Student input (if appropriate)

## Goal Analysis

- Calculate mastery percentage for each goal
- Document instructional strategies used
- Note environmental modifications
- Identify goals to continue/modify/discontinue
- Draft new proposed goals
- Prepare visual progress graphs

## Meeting Day Checklist

- All required team members present
- Parent rights provided
- Agenda distributed
- Data presentation materials ready
- Draft IEP document prepared
- Accommodation/modification list current

## Post-Meeting

- Finalize IEP document
- Obtain required signatures
- Distribute copies to team

- Update data collection systems
- Communicate changes to all staff
- Schedule progress monitoring

### Streamline IEP Meetings

Classroom Pulse generates comprehensive progress reports for IEP meetings with one click.

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