

**Hancock County Schools
Special Education Department
IEP/EC Review Checklist**

Teacher of Record: _____
Student: _____

School: _____
IEP Date: _____

**Please review each IEP and/or EC to ensure the following has been accurately completed and the required forms are attached.
This form must be attached to the top of each student's annual or initial paperwork file, then sent to the Special Education Dept.**

- IEP Finalized
- Meeting notice
- Dates Correct
- Part I: Student Information
- Part II: Documentation of Attendance (printed names of those in attendance/alternate methods)
- Part III: Extended School Year (ESY) Determination
- Part IV: Considerations
- Part V: Assessment Data
- Part VI: Transition Planning
- Part VII: PLEP's
 - Behavior Support Plan
- Part VIII: Annual Goals (Std)
- Part VIII: Annual Goals/Obj (APTA)
- Part IX: Services
- Part X: State Testing
- Part XI: Placement
- Part XII: PWN
- Part XIII: Initial Placement
- Medicaid Attachment (if applicable)
- Other:
 - Health Plan
 - #14B Individual Special Transportation
 - Dietary Needs

- Eligibility Committee Initial:
- 1. EC meeting notice
 - 2. Psychological/supporting documentation
 - 3. #8A Eligibility Committee Report
 - 4. #8B Eligibility Criteria Checklist
 - 5. #21 PWN

- Re-Evaluation Determination:
- 1. #7 EC meeting notice
 - 2. #13 Re-eval determination Plan
 - 3. #8A Eligibility Committee Report
 - 4. E#8B Eligibility Criteria Checklist
 - 5. #21 PWN (may use IEP-PWN, must include re-eval info)

IEP/EC Team requests additional evaluation in the following areas:
