

## IEP Process Order of Documents

**IEP Turn-In Order: These pages should be in order upon arrival for turn in. One (1) Staple or one (1) Gem Clip should hold all of these documents.**

<b>Profile Page</b>	
<b>Goal Page(s)</b>	
<b>Transitions Page</b>	<i>Students 16 and older</i>
<b>Transitions Goal Page(s)</b>	<i>Students 16 and older</i>
<b>Services Page(s)</b>	
<b>FBA/BIP</b>	<i>If Behavior is marked on the Profile Page *BCBA BIPs should be attached as a Documents in PowerSchool*</i>
<b>Alabama Alternate Assessment Program Participation Decision Documentation Form</b>	<i>Students in grades 2-8 &amp; 10-11 who qualify for AAA  *This form should be attached as a Document in PowerSchool*</i>
<b>Testing Accommodations Page</b>	<i>Grades 2-8 &amp; 10-12</i>
<b>Alternate Assessment Accommodations Page</b>	<i>Students in grades 2-8 &amp; 10-11 who qualify for AAA</i>
<b>Graduation Pathway Signature Sheet</b>	<i>Grades 9-12</i>
<b>Transitions Assessment Page</b>	<i>Students 16 and older</i>
<b>OT/PT Plan</b>	<i>*This Plan should be attached as a Document in PowerSchool*</i>
<b>SETS Signature Page</b>	<i>Printed from PowerSchool with names and information typed in  **No asterisks (*) or initials**</i>
<b>Original Signature Page</b>	
<b>SETS Proposed Meeting Notice(s)</b>	<i>Printed from PowerSchool with names and information typed in  **No asterisks (*) or initials**</i>
<b>Original Proposed Meeting Notice(s)</b>	
<b>Special Education Rights</b>	<i>First Page Only – Parent/Guardian initialed copy preferred</i>
<b>Regret Letter</b>	<i>IF parent/guardian did not attend meeting</i>
<b>Notice of Proposal or Refusal to Take Action</b>	<i>Notice of Proposal for Current IEP</i>
<b>Notice of Proposal or Refusal to Take Action</b>	<i>Notice of Proposal notating ESY Services from previous IEP Process</i>
<b>Original Transportation Form</b>	<i>Signatures REQUIRED</i>
<b>Compliance Checklists</b>	<i>Must be checked and signed by another teacher *Make a copy for your records prior to turn-in*</i>

**At the time of IEP Turn-In, please have these forms in a SEPARATE stack:**

<b>COPY of Transportation Forms</b>	
<b>Projected Roll</b>	<i>Complete with addresses, BIP, Transportation, etc.</i>