Indicator 13: Successful Practices in Secondary Transition for Continuous Improvement towards Competitive Integrated Employment (CIE)
IEP Review Checklist 2017-2018

District: _____ **Teacher First Name:** _____ **Teacher Last Name:** _____

Date: _____ ☐ **Pre-Review** ☐ **Post-Review**

Name of Reviewer(s): _____

Reviewer: ☐ IU ☐ PaTTAN ☐ Special Education Administrator ☐ Other _____

Special Education Administrator Signature: _____

IEP Alignment Table

Use the grid below as you review the IEP to keep track of the alignment between Specific Student Needs, Present Educational Levels, Transition Grid and Measurable Annual Goals, Specially Designed Instruction, or Related Services.

Specific Student Need	Present Educational Levels	Transition Grid	Measurable Annual Goal, Specially Designed Instruction, or Related Service
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

Is there alignment between each related Specific Student Needs, Present Educational Levels, the Transition Grid and the Measurable Annual Goals, Specially Designed Instruction, or Related Services?

Yes	No
☐	☐

Rate each item within a section as 'Yes' if all components in the question are evidenced in the IEP and other documentation. If any part is absent, rate the item as 'No.' Apply this approach to each item unless otherwise directed in the question. At the end of a section, review the instructions to determine if, overall, the summary rating for the section is 'Yes' or 'No'. Please read the directions carefully for each section, as determinations of summary ratings vary, depending on the items.

1. Is there evidence that the student was invited to the IEP meeting? *20 U.S.C. 1416(a)(3)(B) - PA Compliance File Review Question # 247*			
Locate the IEP invitation letter.	**Yes**	**No**	
Is there evidence the student was invited to attend the IEP meeting?	☐	☐	
Summary rating: If the answer to the question above is Yes, check Yes. Otherwise, check No.	**Yes** ☐	**No** ☐	
Comments:			

2. For transition services that are likely to be provided or paid for by other agencies, is there evidence that <u>representatives of agency(ies)</u> were invited with <u>parent consent</u> to the IEP meeting? *§300.321(b)(3) - PA Compliance File Review Question # 246*			
Locate the current IEP and invitation.	**Yes**	**No**	
A. Does the IEP (Present Levels) include information regarding agency involvement? • Representatives from agencies were invited with parent permission and it was documented in the IEP **OR** • Parents refused to consent to inviting outside agency personnel and it was documented in the IEP	☐	☐	
B. Parents were provided with information about agency involvement and it was documented in the IEP	☐	☐	
Summary rating: If the answer to all the questions above is Yes, check Yes. Otherwise, check No.	**Yes** ☐	**No** ☐	
Comments:			

3. Is there evidence that the measurable postsecondary goal(s) were based on age-appropriate transition assessment? §300.320(b)(1) – PA Compliance File Review Question # 289			
Locate assessment information in the student's IEP Present Levels (section II of the IEP).	**Yes**	**No**	
A. Were age-appropriate assessments of interests and preferences conducted in order to develop postsecondary goals?	☐	☐	
B. Were age-appropriate academic and functional skill assessments conducted in order to develop measurable annual goals and/or specially-designed instruction?	☐	☐	
C. Was all assessment data **interpreted** and utilized in the development of the present levels, postsecondary goals and transition services and activities?	☐	☐	
D. Is there baseline data in the present levels to support the development of the measurable annual goals?	☐	☐	
E. Is there evidence that assessments are updated each year?	☐	☐	

	Yes	**No**
Summary rating: If the answer to <u>all</u> questions is Yes, check Yes. Otherwise, check No.	☐	☐

Comments:

4. Is (Are) there an appropriate measurable postsecondary goal or goals that covers education or training, employment, and, as needed, independent living? 20 USC 1414 614(d)(1)(A)(i)(VIII)(aa) – PA Compliance File Review Question # 290 Is there evidence that the postsecondary goal(s) that covers education or training, employment, and, as needed, independent living are updated annually? 20 U.S.C. 1416(a)(3)(B)) PA Compliance File Review Question # 291				
Locate IEP Present Levels (section II of the IEP) AND the transition component of the IEP (section III of the IEP, also called the "Transition Grid").	**Yes**	**No**	**N/A**	
A. Do present education levels provide evidence that all 3 post-secondary goal areas have been considered?	☐	☐		
B. Is there a post-secondary goal for **Education/Training** OR a statement that the area was addressed by the IEP team?	☐	☐		
C. Is there a post-secondary goal for **Employment** OR a statement that the area was addressed by the IEP team?	☐	☐		
D. Is there a post-secondary goal for **Independent Living** OR a statement that the area was addressed by the IEP team?	☐	☐		
E. Will all goals occur after the student graduates from high school?	☐	☐		
F. Is there evidence that the postsecondary goal(s) are updated annually?	☐	☐	☐	

	Yes	**No**
Summary rating: If the answer to <u>all</u> questions is Yes, check Yes. Otherwise, check No.	☐	☐

Comments:

5. Is there evidence that transition services include <u>courses of study</u> that focus on improving academic and functional achievement and will reasonably enable the student to meet his/her postsecondary goals?

§300.320(b)(2) PA Compliance File Review Question # 292a

Locate the transition component of the IEP (section III of the IEP, also called the "Transition Grid").			
For **each targeted** postsecondary goal area:	Yes	No	
A. Are the courses listed by the names used in the LEA's program of studies?	☐	☐	
B. Do the courses align with the student's postsecondary goals?	☐	☐	
C. Does the student's IEP accurately reflect the student's current schedule?	☐	☐	
		Yes	No
Summary rating: If the answer to <u>all</u> questions is Yes, check Yes. Otherwise, check No.		☐	☐
Comments:			

6. Are there **transition services** in the IEP that focus on improving academic and functional achievement that will reasonably enable the student to meet his/her postsecondary goals?   *20 USC 1401 602(34)(A) PA Compliance File Review Question # 292b*

Locate the transition component of the IEP (section III of the IEP, also called the "Transition Grid").	Yes	No	N/A	
A. For **each targeted** postsecondary goal area, is the box at the top of the grid section checked "Yes" to indicate that there is one or more measurable annual goal(s) related to that postsecondary goal?	☐	☐		
B. For **each targeted** postsecondary goal area, does the transition grid contain a reference to one or more measurable annual goal(s) [**service(s)]** addressing a skill need?	☐	☐		
C. Are all measurable annual goals referenced as **services** in the Transition Grid?	☐	☐		
D. For **each targeted** postsecondary goal area, does the transition grid contain at least one **activity** to help a student reach that goal, (e.g., college or employment visit or fair, meeting with an agency representative, job shadowing, resume preparation, etc.)?	☐	☐		
E. Based on data in the Present Level Section, if a postsecondary goal area **is not** targeted, is the related grid section left blank?	☐	☐	☐	
			Yes	No
Summary rating: If the answer to <u>all</u> questions is Yes or Yes and N/A, check Yes. Otherwise, check No.			☐	☐
Comments:				

7. Are there measurable annual IEP goals based on needs identified in present levels that will reasonably enable the child to meet the postsecondary goal(s)? *Indicator 13 language - PA Compliance File Review Question # 292c*			

Locate the annual goals pages in the IEP (section V of the IEP).   Review each annual goal.

Does **each** annual goal (and short term objective) contain:	Yes	No	
A. a condition?	☐	☐	
B. the student's name?	☐	☐	
C. clearly defined behavior (observable and measurable)?	☐	☐	
D. performance criteria including:			
1) level of performance (how well?)	☐	☐	
2) number of times needed to demonstrate mastery (how consistently?)	☐	☐	
3) evaluation schedule (how often?)	☐	☐	

	Yes	No
Summary rating: If the answer to all questions is Yes, check Yes. Otherwise, check No.	☐	☐

Comments:

Summary: Does the IEP meet the requirements of Indicator 13?			
Count the number of Yes and No ratings and record below:			**Overall summary rating: If the answer to all 7 questions is Yes, check Yes. Otherwise, check No.**
# of **Yes** summary ratings:	# of **No** summary ratings:	**Total** summary ratings: (Note: *If total does not equal 7, count again.*)	
			Yes	**No**
			☐	☐

Comments: