

## Things to Do After the IEP Meeting

- Send a copy of all paperwork to EEC within 10 school days. Send paperwork for preschool or elementary students to the elementary records clerk. Paperwork for secondary students should be sent to the secondary records clerk.
- Send the following information to EEC:
  - IEP meeting notice
  - Reevaluation/Redetermination Conference form
  - Consent to Place if a new consent was signed at the meeting. Remember! Returning TCSS Special Education students must have a new consent to place signed.
  - Copy of the IEP
  - Copy of FBA/BIP, if appropriate
  - Copy of the transition plan, if develop or revised
  - Transition Plan
- Provide student's teachers with a copy of goals/objectives relevant to their classes, student supports, and FBA/BIP, if developed. Be sure to update as schedules change.
- Notify registrar or appropriate personnel of schedule changes, if needed, in order to provide services outlined in IEP.

\*\*If a student is primary speech, send only a copy completed re-evaluation considerations form, page 1 of the IEP, page that documents services, and page that documents AT, if applicable).