## SPP-B-13 "Double Check" Compliance Checklist

B-13 CHECKLIST #

1

Was the student invited to the IEP?

Include with IEP for reviewed files

Separate invitation for student and parent/guardian

2.3

Did we get prior written consent to invite outside agency? If so, are they on the invitation?

Include with IEP for reviewed files

Dated PRIOR to the IEP invitation (it is prior consent to INVITE, NOT prior consent to attend)

If agency is **NOT** invited... document why not (some examples):

- "MRS comes to the school on a monthly basis for ongoing direct student/parent consultation."
- "Student/parent refused to give consent for outside agency."
- "Parent/student brought outside agency (name of agency) to the IEP team meeting."

4,6

Have you documented the transition assessment (ESTR) has been updated annually with a current completion date? Are the current findings considered in all four sections of Question 4?

5

Do you have a Post-secondary (after high school) Goal/Vision?

Best practice: have the following statement in all four student interview areas (example):

• Adult Living • Post-secondary Education/Training • Employment • Community Participation

"Per student interview (date), after high school, (student name) states he/she will \_\_\_

7

List transition activity(s) for ALL areas that have been identified as needs/wants in the PLAAFP and Post-secondary vision?

\*Do NOT list an agency or other in responsible party column unless they are IN attendance.

ALL areas should be considered and addressed in the SECONDARY TRANSITION SERVICES area,  $\underline{\sf UNLESS}$  disputed by high ESTR scores/other IEP data, OR otherwise supported through an annual goal.

9

Does at least one annual IEP goal relate to the student's Postsecondary Goal/Vision?\*NOTE: 2016-17 standards may increase/requiring more than one goal

**Best Practice:** Use an annual IEP goal "tag-line statement". This tag-line statement is put in the goal section after you describe the measurable academic/functional/behavioral goal. (tag-line example):

"This goal supports ("student name") to be better prepared to transition into their post-secondary goal of ("college/training, career choice, manage their own household, etc...") after high school."

8

Does all of the above information align with the student's course of study?

If student's chosen career/training vision requires a diploma, are they on the diploma track? If not, is there evidence within the transition plan of supporting the investigation of other options?

10

Is there evidence through documentation that the student's needs (strengths, preferences, interests, etc...) are considered?

"Per student interview (date), after high school, student states..."

"Other Considerations" tab at the end of the IEP: "Throughout the IEP, (student's name) discussed their strengths, post-secondary transitional needs, and goals. Additionally, they also spoke about the accommodations they use during classes. (Student's name) contributed to their IEP."