

Invitations to the IEP meeting:

- ☐ Invite the student to the IEP; Student's name is LISTED on the invitation.
- ☐ Invite the parent to the IEP.
- ☐ Check the box for transition planning

  (if the student is or will be 14 years of age or older during the IEP year)
- ☐ Invite agency representatives if appropriate.

  (if invited, check the box for transition services and write the name of the agency on the line).

  Agency Supports by Disability Category

  OVR & ODP Information
- ☐ Invite Career Tech representatives if enrolled or considering enrollment.

In the Present Levels (PLAAFP) of the IEP:

- ☐ Brief paragraph to introduce the student, including age, graduation date, disability, current placement and school, any services such as speech, OT, PT, and post-secondary goals related to education, employment, and independent living.
- ☐ Clear, understandable, and useful data in PLAAFP including **baseline data**.
- ☐ Statement in academic and functional levels tying information provided to future goals .
- ☐ Clear list of needs at the end of PLAAFP
  - ☐ Each need must be referenced in the Transition Grid
  - ☐ Each need must be met through a MAG, SDI or Related Service

Under the Post-Secondary Transition bullet of PLAAFP:

- ☐ **Name and date** the transition assessment(s) used to provide information on interests, preferences, and post-secondary goals.
- ☐ Include detailed results of the transition assessment(s).
- ☐ Include post-secondary goals written to occur after high school.
  - ☐ Education: _____
  - ☐ Employment: _____
  - ☐ Independent Living: _____
- ☐ Include information on **AGENCY** contacts.
- ☐ **Compare last year's post-secondary goals to this year's post-secondary goals**.

In the Transition Grid:

- ☐ CIP Code is Completed
- ☐ Courses of Study
  - ☐ List current courses by specific name
  - ☐ List "Projected Courses" for the following school year under current year's courses (i.e. Projected Courses 2026-2027)
- ☐ List at least **one SERVICE linked to a Measurable Annual Goal** under each post-secondary goal.
  - ☐ Education: _____
  - ☐ Employment: _____
  - ☐ Independent Living: _____
  - ☐ **List ALL Measurable Annual Goals in the Transition Grid**.
- ☐ List a **minimum** of **one ACTIVITY** (BEST practice 3-5) under each post-secondary goal.
  - ☐ Education: _____
  - ☐ Employment: _____
  - ☐ Independent Living: _____

All Measurable Annual Goals contain:

- ☐ Condition
- ☐ Name
- ☐ Clear behavior
- ☐ Performance Criteria
  - ☐ Performance level (how well?)
  - ☐ Number of times to demonstrate mastery (how consistently?)
  - ☐ Schedule of evaluation (how often will progress be assessed?)

