IEP Draft Quality Checklist

Use the source evidence beside the draft.

Student label _____ Area _____

Reviewer _____ Date _____

Mark Complete, Revise, or Missing. Use N/A only with a reason. Correct unsupported claims before using the draft.

REVIEW CATEGORY AND EVIDENCE	MARK ONE
Evidence Every score, date, observation, quote, and progress claim matches the source. Missing information stays missing.	☐ Complete ☐ Revise ☐ Missing ☐ N/A
Individualization Strengths and needs describe this learner. Parent, student, and teacher input remain accurate and attributed.	☐ Complete ☐ Revise ☐ Missing ☐ N/A
Present levels Current performance, localized baseline, and educational impact are clear. Prior goal progress preserves the full task and condition.	☐ Complete ☐ Revise ☐ Missing ☐ N/A
Annual goal Audience, observable behavior, circumstance, degree, evaluation/method, and collection frequency are identifiable. The target is a proposed ARC decision.	☐ Complete ☐ Revise ☐ Missing ☐ N/A
Alignment The baseline and goal measure the same skill under comparable conditions. SDI teaches that skill. Monitoring measures it.	☐ Complete ☐ Revise ☐ Missing ☐ N/A
SDI and SAS Adapted instructional methods and access supports are separate. The draft does not invent minutes, placement, or testing eligibility.	☐ Complete ☐ Revise ☐ Missing ☐ N/A
Monitoring Task, item types, independence, scoring, collection schedule, and review plan are usable. Collection and progress reporting are distinguished.	☐ Complete ☐ Revise ☐ Missing ☐ N/A
Human decision The educator verifies the draft with current KDE guidance, district procedures, and ARC decisions before use. AI review alone does not establish compliance.	☐ Complete ☐ Revise ☐ Missing ☐ N/A

Required revision and reason: _____

_____

Educator or ARC decision still needed: _____