

Letterhead 1



GCED Due Process Checklist

Please complete for each student on your caseload and submit with all due process paperwork

Student Name: _____ Grade: _____
Case Manager: _____ School year: 2024-2025

- _____ Complete a Referral Review and Assessment Determination Form under Referral and Evaluation in SpEd Forms for all initial referrals.
- _____ Contact parent/guardian(s) by telephone to coordinate an IEP team meeting date and place.
- _____ Send Notice of a Team Meeting to parent/guardian(s). This must be received by the parent/guardian(s) within a reasonable period of time (i.e., about 10 days) prior to the IEP team meeting. Date of Team Meeting Notice: _____
- _____ Make two documented contacts to the parent to remind them of the Meeting.
Date: _____ Documented Method: phone, mail, in person
Date: _____ Documented Method: phone, mail, in person
- _____ Notify district representative, general education teacher and the special education service providers of the IEP team meeting. For nonresident students, notify the resident district of the IEP meeting. Contact an interpreter if the parents' native language is not English.
- _____ Be prepared with an agenda to review the IEP and student needs.
- _____ Copy of Procedural Safeguards given to parent/guardian.
- _____ Team Record for all team members.
- _____ Follow the Meeting Agenda.
- _____ Document IEP meeting notes, (or assign a note taker for the meeting), on the IEP Meeting Agenda, (or can take notes on a blank sheet).
- _____ Send Prior Written Notice and a copy of the IEP to parent/guardian(s) within 10 school calendar days following the IEP meeting.
- _____ Date of when IEP is returned: _____
Parents/guardians have 14 days to return the signed form to the district:
Parent/guardian signed? Yes / No

If yes, services start date (date of parent/guardian signature): _____

If no, 14 calendar day start date: _____

Please write on the PWN that it was not returned and write down the 14 calendar day start date.

_____ Inform all staff, including general education staff, who are providing services to the student of the instructional needs and the starting date as written on the IEP.

_____ SpEd secretary to send a copy of the IEP to the resident district of nonresident students.

_____ Send Student Data Information sheet to your building secretary, (7th-12th send to SpEd secretary).

_____ Finalize all new documents in SpEd Forms.

_____ Place Due Process Checklist, PWN(s), IEP meeting notes, and communication logs in the basket on top of SpEd file cabinets to be filed by SpEd secretary.

Initial IEP: Parents/guardians must sign the Notice of Proposed Special Education Services before services can begin. The date permission is received is recorded on the IEP as the "Start Date." Special education services can begin as of the start date.

Annual IEP: The "Start Date" is the date that the Notice of Proposed Special Education Services is signed, (unless otherwise documented), or after two documented attempts to obtain a signature and 14 calendar days have lapsed.

Amendment: An annual IEP needs to be completed within the current school year before an amendment can occur. Please make sure you always include the summer dates within the service grids.

