



Angela West-Brown  
IEP Life Coach



**IEP**

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**BINDER**

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**CHECKLIST**

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[WWW.ANGELAWESTBROWN.COM](http://WWW.ANGELAWESTBROWN.COM)



# IEP BINDER CHECKLIST

Angela West Brown IEP Life Coach

## COMMUNICATION UPDATES

### COMMUNICATION

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- SCHOOL CONTACT LIST: UPDATE YEARLY OR AS NEW MEMBERS JOIN THE TEAM
- COMMUNICATION LOG: EVERY TIME YOU HAVE A MEETING, CALL, TEXT, ETC.
- LETTERS AND EMAILS TO AND FROM THE SCHOOL

## EVALUATIONS UPDATES

### EVALUATIONS

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- REQUEST/REFERRAL FOR EVALUATION: EVERY THREE YEARS OR OTEN AS NEEDED.
- CONSENT TO EVALUATE: STATUS
- SCHOOL EVALUATIONS OR PRIVATE EVALUATIONS

## IEP UPDATES

### IEP

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- COPY OF PARENT RIGHTS AND SAFEGUARDS
- A COPY OF THE IEP
- PRIOR WRITTEN NOTICE AND MEETING NOTICES.

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## PROGRESS UPDATES

### REPORT CARDS/PROGRESS NOTES

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- REPORT CARDS
- PORGRESS REPORTS
- SAMPLES OF SCHOOLWORK

## BEHAVIOR

### BEHAVIOR

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- SCHOOL HANDBOOK AND SCHOOL CALENDAR
- BEHAVIOR INTERVENTION PLAN
- DISCIPLINARY NOTICES

## From the desk of Angela West-Brown

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SOMETIMES ALL IT TAKES IS A LITTLE ORGANIZATION TO MAKE SENSE OF IT ALL. YOUR FREE IEP BINDER CHECKLIST WILL HELP YOU DO JUST THAT. IF YOU NEED ADDITIONAL SUPPORT, PLEASE VISIT MY WEBSITE TO SCHEDULE A FREE 20 MINUTE IEP CONSULTATION.

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