

Infinite Campus Special Education Checklist

Student Name _____

Student ID _____

IEP Due Date _____

Reeval Due Date _____

Complete the checklist below when the following has occurred:

- Evaluation
- IEP Plan
- Data Plan
- Behavior Plan
- Team Member changes
- Case Manager changes

Please mark each item as either “Completed” or “N/A” as appropriate.

| Completed | N/A | Checklist Items |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | IC Evaluation and IEP Editor Compliance Checklist Did you review the <i>IC Evaluation and IEP Editor Compliance Checklist</i> to ensure all required editors and special education forms were completed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Lock Evaluation and/or IEP Did you lock the Evaluation Plan and/or the IEP Plan? |
| <input type="checkbox"/> | <input type="checkbox"/> | Stapling Forms Did you staple the required forms to the appropriate plan? |
| <input type="checkbox"/> | <input type="checkbox"/> | Team Members Tab Did you fetch the student’s classroom teachers and ensure the case manager is correct? |
| <input type="checkbox"/> | <input type="checkbox"/> | Case Manager Tab Did you identify the student’s Case Manager and ensure the Program Code is correct? Is there an End Date in the previous Case Manager record(s)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Email Teachers Did you email the student’s teachers that a new IEP Plan was completed and how to view the IEP? |
| <input type="checkbox"/> | <input type="checkbox"/> | Behavior Plan Did you email or provide a hard copy of the current Behavior Plan to the student’s teachers? |
| <input type="checkbox"/> | <input type="checkbox"/> | SSD Transportation If Transportation was required, did you complete the Transportation Tab? |