

End-of-Year IEP Transition Checklist

Part 1: The Paperwork Trail (Do This Now)

- Request Progress Data:** Ask for the final progress monitoring reports for all IEP goals. Don't just accept "making progress"—ask for the data points.
- Check the Reevaluation Date:** Is your child due for a 3-year reevaluation in the Fall? If so, request the planning meeting now so testing isn't rushed in September.
- ESY Confirmation:** If your child qualified for Extended School Year, ensure you have the dates, location, and transportation details finalized.
- The "Big File" Organization:** Gather copies of the current IEP, recent evaluations, and work samples. Start a fresh folder for the new school year.

Part 2: The "Hand-off" (For Middle/High School Transitions)

- The Student Profile:** Create a one-page "All About Me" sheet (Strengths, Triggers, Best Communication Methods) to give to the *new* team.
- Schedule a "Warm Hand-off":** Ask your current case manager if they can facilitate a 15-minute intro call with the receiving school's lead teacher.
- The Sensory Walkthrough:** Schedule a time in late May or over the summer to walk the new hallways. Locate the locker, the cafeteria, and the "cool-down" spot.

Part 3: Summer & Fall Readiness

- Maintenance Plan:** Identify 1-2 critical skills (social or academic) to "keep warm" over the summer to prevent regression.
- Communication Preferences:** Decide how you want to be contacted next year (email vs. app) and have that ready to share at the first Open House.
- Equipment Check:** If your child uses Assistive Tech (AAC devices, etc.), clarify who is responsible for maintenance/charging over the summer.

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