

# TEAM Process Checklist

Dates:

\_\_\_\_\_ **Parent** submits request-letter and consent form

\_\_\_\_\_ Pre-evaluation conference (optional\*)

\_\_\_\_\_ **Parent** receives introductory packet from school *~within 1 wk~*

\_\_\_\_\_ **Parent** signs and returns consent form (if not already done)

\_\_\_\_\_ **School** receives consent form

...Assessments performed... *~within 30 days of school receiving consent~*

\_\_\_\_\_ **Parent** receives written summary of assessment (optional\*)

\_\_\_\_\_ **Team Meeting** *~within 15 days of Assessment~*

(Time: \_\_\_\_\_, Place: \_\_\_\_\_)

\_\_\_\_\_ **Parent** receives two copies of the IEP

\_\_\_\_\_ **Parent** returns IEP with decision and signature *~within 30 days of Team Meeting~*

\_\_\_\_\_ **School** acknowledges receipt of IEP

- Optional: requires parent request; this is not automatic.