

# Syracuse City School District

## Teacher Roles and Responsibilities in IEP Direct for Meetings for **Annual Reviews**

<p>Prior to Meeting</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Click on blue box to left of student's name to open Draft Document and update IEP info</li> <li><input type="checkbox"/> Write Letter of Invite to Meeting indicating date, time, location, and persons expected to attend (use hard copy of CSE 5b Annual Review Invitation)</li> <li><input type="checkbox"/> Include Copy of Procedural Safeguards Notice</li> <li><input type="checkbox"/> Mail to Parent</li> <li><input type="checkbox"/> Print out Draft Data Form in IEP Direct to bring to meeting</li> <li><input type="checkbox"/> Print out Meeting Attendance Form and Meeting Minutes Form</li> </ul>
<p>During Meeting</p> <p>(can enter information directly into IEP Direct if there is access to a computer and the Internet)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Have Attendees Sign in on Meeting Attendance Form</li> <li><input type="checkbox"/> Edit Changes to IEP on Draft Data Form (Red Pen Edit)</li> <li><input type="checkbox"/> Keep minutes of meeting</li> </ul>
<p>After Meeting</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete <b>Committee Meeting Information</b> Section in IEP Direct</li> <li><input type="checkbox"/> Indicate Committee: <i>Sub Committee on Special Education</i></li> <li><input type="checkbox"/> Indicate Specific Committee: <i>Local SDCSE</i></li> <li><input type="checkbox"/> Update Draft Document using Draft Data Form</li> <li><input type="checkbox"/> PST to Follow Building Procedures for Submission to CSE</li> </ul>
<p>District Office</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sends Decision Letter to Parent with copy of IEP</li> <li><input type="checkbox"/> Sends Recommendations to BOE</li> <li><input type="checkbox"/> Finalized IEP in IEP Direct</li> <li><input type="checkbox"/> Progress Notes will be completed in IEP Direct for Next School Year</li> </ul>