

IEP Student Suspension Checklist

Student: _____ **Grade:** _____ **Year:** _____ - _____

ACTION	SUSPENSION DAYS											
	1	2	3	4	5	6	7	8	9	10	11	12
Record date of suspension.												
Check IEP for behavior plan. Determine if plan is different from district discipline code, if so, follow IEP.												
Hold meeting with student to provide due process rights. Give oral notice and opportunity for student to respond to charges.												
Determine the type and length of suspension.												
Provide oral notice to the parent of suspension.												
Follow school or AEA board policy regarding written notice to parent of suspension.												
Record suspension information in student record. (who, what, when, where and with whom)												
Convene the IEP Team using proper notice procedures and conduct IEP review.												
Notify district central office if applicable.												
Contact AEA personnel as per district policy.												
Meet with IEP Team to: plan and conduct assessment activities; develop behavior intervention plan; or review current behavior intervention plan. Provide parents with Parental Rights.												

Important Dates to Record:

<u>IEP Meeting</u>	<u>Meeting Notice</u>	<u>IEP Reviewed</u>	<u>IEP Changed</u>	<u>Reeval. Needed</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Adapted, with permission, from AEA 6, 2003