



## IEP File Review Checklist

- ✓ Sign into the [Data Management System \(DMS\)](#).
- ✓ Click on Documents and select School Year 2024-25.
- ✓ Open the 2024-25 IEP Record Reviews Letter to determine required number of IEPs in each age category.
- ✓ From AU Tasks Dashboard 2024-25, click on Data Entry under Standard Record Reviews.
- ✓ From the Standard Record Review Collection Dashboard, select age category and Export Student List.
- ✓ Identify students on your list with active IEPs dated between April 1, 2024 and May 1, 2025.
- ✓ In the DMS, request alternate students for those that:
  - Are no longer in the AU's jurisdiction
  - Are no longer receiving special education services
  - IEP meeting will be held after May 1, 2025
  - No longer have an early childhood IEP
- ✓ Upload IEP documents to the DMS for selected students.
- ✓ Complete full record review in the DMS by May 1, 2025.
- ✓ Correct all non-compliant section(s) and upload new IEPs/amendments by May 1, 2025.

**Important:** At 5:00 PM May 1, 2025, the data submission window closes and your access to these files in the DMS will be locked.

**Requests to reopen the files after the deadline will result in one point lost for Accurate and Timely Submission of Data on the Compliance Matrix for 2025 AU Determination**