

First-Week Implementation Checklist

What should leaders verify before the student returns to instruction? The five checks from The Gap Between the IEP Meeting and Monday Morning, formatted for campus use with space for owners, dates, and notes.

STUDENT	IEP MEETING DATE	CASE MANAGER	CAMPUS
☐ 1 Access Can every responsible educator and provider access the current IEP through the district's approved system? OWNER _____ DATE VERIFIED _____ NOTES _____			
☐ 2 Responsibility Does each staff member know which services, accommodations, modifications, supports, and documentation responsibilities apply to their role? OWNER _____ DATE VERIFIED _____ NOTES _____			
☐ 3 Scheduling Are the frequency, duration, location, and projected start dates for services reflected in actual staff and student schedules? OWNER _____ DATE VERIFIED _____ NOTES _____			
☐ 4 Classroom application Do teachers understand what each accommodation or support should look like during daily instruction? OWNER _____ DATE VERIFIED _____ NOTES _____			
☐ 5 Progress monitoring Are the data collection methods, tools, schedule, and responsible staff identified? OWNER _____ DATE VERIFIED _____ NOTES _____			

A structured check during the first days and weeks can reveal whether staff need clarification, whether scheduling conflicts exist, or whether the data collection process is workable. The goal is early correction: a missed communication identified on Friday can be corrected on Monday.