

IGP/IEP Checklist and Guidelines

IGP/IEP Checklist

- All students (diploma and non-diploma to include students participating in alternate assessment) must complete an Individual Graduation Plan (IGP).
- The IGP will align career goals and a student's course of study with the post-secondary consideration's section of the IEP.
- The IGP must be approved by a certified school counselor and the student's parents, guardians, or individuals appointed by the parents or guardians to serve as their designee.
- All students with an IEP should be scheduled for IGP conferences during the same time frame that other IGP conferences are scheduled, to the greatest extent possible.
- It is preferred that IEP/IGP meetings are scheduled together (back to back if possible). Coordination and communication with the student's case manager is necessary to best schedule these meetings.
- School counselors should meet with special education teachers, psychologists, and/or district personnel prior to IGP conferences to complete the following:
 - ____ review rosters of students with IEPs,
 - ____ identify which case managers/team leads work with your students, and
 - ____ review the "IGP/IEP Guidance" document.

IGP/IEP Guidance

IGP at the IEP Meeting	Separate Meeting
What to Bring?	How to Collaborate?
<ul style="list-style-type: none"> <input type="checkbox"/> Transcript with credit check <input type="checkbox"/> PowerSchool - Current grades <input type="checkbox"/> Notes on test scores to include SAT/ACT <input type="checkbox"/> All transition assessment results <input type="checkbox"/> Available career assessment results; WBL/Career Guidance options <input type="checkbox"/> Hardcopy of the IGP checklist 	<ul style="list-style-type: none"> <input type="checkbox"/> View the post-secondary considerations section prior to the IGP meeting <input type="checkbox"/> Consult with the IEP case manager/team leader <input type="checkbox"/> Invite the case manager/team leader to the IGP meeting <input type="checkbox"/> Case manager/team leader will invite the school counselor to the IEP meeting (Bring IGP and transcript)