Early-Year IEP Fidelity Audit Checklist

A quick guide for district and school leaders to ensure compliance, consistency, and confidence.

Purpose:
Use this checklist within the first 30 days of school to confirm that every student's IEP is being implemented as written, and that systems are in place to catch gaps before they become complaints.

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1. Service Delivery

Goal: Verify that every service listed in the IEP is happening as scheduled.
☐ All IEP services (frequency, duration, and provider) are clearly documented and assigned
☐ Service logs show that sessions have started on time
☐ Missed sessions are tracked and communicated with families
☐ Compensatory time is logged for any delayed service delivery
☐ Related service providers (SLP, OT, PT, counseling) confirm caseload accuracy

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2. Access to IEPs and Accommodations

Goal: Ensure every staff member who supports the student understands their responsibilities.
☐ All general education teachers have access to relevant IEPs
☐ Teachers have reviewed accommodations and modifications
☐ Substitute and paraprofessional plans include key IEP information
☐ Classroom implementation matches what is written (e.g., extended time, small group testing)
☐ Staff confirm they know who to contact with IEP-related questions

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3. Progress Monitoring

Goal: Confirm that data systems are ready to support meaningful progress tracking.
☐ Baseline data collected for each IEP goal

☐ Progress monitoring tools identified (probes, rubrics, observations)
☐ Data collected at consistent intervals
☐ Visual progress graphs or summaries available for each student
☐ Teachers know when and how to share progress with families

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4. Collaboration and Communication

Goal: Build alignment across teams and strengthen parent trust.
☐ Special and general education teachers have met to review shared students' IEPs
☐ Administrators have reviewed building-level compliance expectations
☐ Parent communication logs are updated and accessible
☐ Procedures in place for documenting IEP implementation issues
☐ Regular check-ins scheduled for service providers and case managers

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5. Risk Review and Next Steps

Goal: Catch compliance red flags early.
☐ Services delayed or inconsistently provided
☐ Evaluations or eligibility determinations overdue
☐ Behavior intervention plans not implemented with fidelity
☐ Disciplinary removals nearing 10 days without services
☐ Staff unaware of responsibilities or unclear on documentation procedures

✅ **If two or more boxes are unchecked, schedule an internal review within 10 days.**
Small adjustments now can prevent large disputes later.