

## ***SIGNATURE LOG for IEP TEACHER/SERVICE PROVIDER(s) Procedure***

***Documentation of Need for Services.*** Every service provider (e.g., general educator, education specialist, related services and support personnel) working with a student receiving special education services must be knowledgeable about the IEP requirements and be prepared to provide required IEP services. To ensure that services are implemented immediately at the beginning of each school year staff must review each relevant IEP and be prepared for implementation from the first day of school.

To ensure compliance with this requirement, the following procedures **must** be followed:

### ***1. General***

***a. Read IEPs.*** All service providers must read their respective caseload IEPs and understand their service responsibilities.

***b. Complete *Signature Log for IEP Teacher/Service Provider.**** This form must be completed by all case managers prior to the first day of school and reviewed/signed by the site administrator to verify that all staff members are aware of the IEP and corresponding responsibilities.

***c. Maintenance of Forms.*** Forms must be maintained in the student's special education container in the CUM folder in the office and by the site administrator.

***2. Service Provider Log.*** A new form must be completed whenever the following occurs:

- a. A new IEP is developed.
- b. Prior to the first day of school.
- c. Whenever a new teacher or service provider is assigned to the student.
- d. With any change in the IEP during the school year.

-Case Manager and Staff members sign when copies of IEPs are given.