

**IEP File Review Checklist**

* **Sign into the** [**Data Management System (DMS)**](https://www.cde.state.co.us/idm/essu-data)**.**
* **Click on Documents and select School Year 2023-24.**
* **Open the 2023-24 IEP Record Reviews Letter to determine required number of IEPs in each age category.**
* **From AU Tasks Dashboard 2023-24, 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, 2023 and May 1, 2024.**
* **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, 2024**
  + **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, 2024.**
* **Correct all non-compliant section(s) and upload new IEPs/amendments by May 1, 2024.**

**Important: At 5:00 PM May 1, 2024, 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**