 **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 2022-23**
* **Open the 2022-23 IEP Record Reviews Letter to determine required number of IEPs in each age category**
* **From AU Tasks Dashboard 2022-23, click on Data Entry under Standard Record Reviews**
* **From the Standard Record Review Collection Dashboard, select age category and Export Student List**
* **Identify students still in your AU with active IEPs dated between July 1, 2022 and May 1, 2023**
* **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, 2023**
* **Upload IEP documents to the DMS for selected students**
* **Complete full record review in the DMS by May 1, 2023**
* **Correction of any non-compliant section(s) must be completed, and new IEPs/amendments uploaded by May 1, 2023**

**Important: At 5:00 PM May 1, 2023, the data submission window closes and your access to these files in the DMS will be locked.**

**AUs may lose points on AU Determinations for late or inaccurate submission of data.**