Standard Record Review IEP File Review Checklist

✓ **Sign into the Data Management System (DMS) and go to the Attachment Section in the Compliance Tab**

✓ **Open the IEP Record Review Directions SY2021-22 to determine required number of IEPs in each age category**

✓ **Open the Standard Student List and EC Student List to select the active IEP files to review**

✓ **Upload IEP documents to the DMS* for selected students**

✓ **Complete full record review in the DMS by June 1, 2022**

✓ **Corrections of any non-compliant sections must be completed, and new IEPs/amendments uploaded by June 1, 2022**

Important: At 5:00 PM June 1, 2022, the data submission window closes and your access to these files in the DMS will be locked.

*Instructions for uploading IEPs for Enrich and non-Enrich users can be found under Resources on the Directors' Corner of the CDE website