



Secondary Transition IEP File Reviews Checklist

- ✓ **Sign in to the DMS Compliance Tab**
- ✓ **Go to the Attachment Section**
- ✓ **Download Transition Tracker**
- ✓ **Select IEPs to review**
- ✓ **Upload selected Transition IEPs to the DMS**
- ✓ **Complete full record review in the DMS by June 1, 2019**
- ✓ **Corrections of any non-compliant sections must be completed and amendments uploaded by June 1, 2019**
- ✓ **On the Transition Tracker, fill in IEP date and compliance outcome for reviewed files**
- ✓ **Upload completed Transition Tracker to the Attachment section in Compliance tab by June 1, 2019**

Important: On June 1, 2019, the data submission window closes and your access to these files in the DMS will be locked.

Note: Instructions for uploading IEPs for Enrich and non-Enrich users can be found on the Directors' Corner of the CDE website. <http://www.cde.state.co.us/cdesped/dircorner>