



Secondary Transition IEP File Reviews Checklist

- ✓ **Sign in to the DMS Compliance tab**
- ✓ **Go to the Attachments List**
- ✓ **Download the Transition Tracker**
- ✓ **Select active IEPs dated July 1, 2021 - June 1, 2022**
- ✓ **Upload selected Transition IEPs to the DMS ***
- ✓ **Complete full record review in the DMS**
- ✓ **Correct any non-compliant sections and upload new IEPs/amendments by June 1, 2022**
- ✓ **On the Transition Tracker, fill in IEP date and compliance review outcome for the reviewed files**
- ✓ **Upload completed Transition Tracker to the Attachments List in Compliance tab by June 1, 2022**
- ✓ **Email Durosko_g@cde.state.co.us when completed**

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. Requests to reopen the files will result in a point lost for Accurate and Timely Submission of Data on the Compliance Matrix for 2023 AU Determination.

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