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 2, 2021**

✓ **Corrections of any non-compliant sections must be completed, and new IEPs/amendments uploaded by June 2, 2021**

✓ **On the Transition Tracker, fill in IEP date and compliance outcome for the reviewed files**

✓ **Upload completed Transition Tracker to the Attachment section in Compliance tab by June 2, 2021**

Important: At 5:00 PM June 2, 2021, 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 2022 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