



# 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 SY2020-21 to determine required number of IEPs in each age category**
- ✓ **Open the Standard Student List and EC Student List to select the IEP files to review**
- ✓ **Upload IEP documents to the DMS\* for selected students**
- ✓ **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**

**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.**

\*Instructions for uploading IEPs for [Enrich](#) and [non-Enrich](#) users can be found under Resources on the [Directors' Corner of the CDE website](#)