



IEP Checklist for Substitutes

Before Class

- Review the disability category
- Read the Present Levels
- Check the Behavior Plan (if any)
- Know the key accommodations
- Identify modifications
- Review safety/medical information
- Confirm service minutes & support staff
- Locate communication tools / devices

During Class

- Implement accommodations consistently
- Follow the BIP step-by-step
- Monitor engagement & frustration levels
- Keep notes for the teacher

After Class

- Report concerns to the case manager
- Document successes & challenges
- Note any unmet services
- Share strategies that worked

