

SPED Compliance Health Check

FREE RESOURCE

A 10-minute self-scoring diagnostic. Check the box only if it's true right now.

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For each item: check the box if this is reliably true on your caseload or team today. Leave it blank if it isn't, or you're not sure.

IEP TIMELINES & DEADLINES

- ☐ Every case manager knows their students' exact annual review due dates.
- ☐ Reevaluation due dates are tracked somewhere other than memory.
- ☐ IEP meetings are scheduled at least 2-4 weeks before the deadline, not the week of.
- ☐ Meeting notices consistently go out within your state's required window.
- ☐ No IEP has lapsed past its due date in the last 12 months.

504 PLAN PRACTICE

- ☐ Every student found IDEA-ineligible is separately considered for 504 eligibility.
- ☐ 504 accommodations are written specifically, not copied from another student's plan.
- ☐ General-ed teachers confirm they've read each 504 plan on their roster.
- ☐ 504 files are reevaluated on a known, tracked schedule.
- ☐ Your district has a clearly identified, known 504 Coordinator.

BEHAVIOR, DISCIPLINE & MDR

- ☐ Cumulative disciplinary removal days are tracked against the 10-day threshold.
- ☐ An FBA exists before or at every MDR meeting, not after.
- ☐ Every BIP includes a taught, reinforced replacement behavior.
- ☐ MDR meetings are consistently held within the required window.
- ☐ Restraint/seclusion incidents are documented and reported same-day, every time.

DOCUMENTATION & COMMUNICATION

- ☐ Parents receive a substantive update between formal meetings, not just at them.
- ☐ Every acronym is defined in family-facing communication.
- ☐ New IEP/504 students' general-ed teachers get an actionable summary before Day 1.
- ☐ Meeting documentation is filed the same week as the meeting, not weeks later.
- ☐ A new case manager could pick up any file and know the current status in 5 minutes.

Your Results

FREE RESOURCE

Score each section, then find your next step below.

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Count the boxes you checked in each section on page 1 (out of 5) and enter the number below.

IEP TIMELINES & DEADLINES

out of 5

504 PLAN PRACTICE

out of 5

BEHAVIOR, DISCIPLINE & MDR

out of 5

DOCUMENTATION & COMMUNICATION

out of 5

SCORING KEY

4-5 ON TRACK

Solid practice. Keep the routine that's working.

2-3 SOME GAPS

Worth tightening before it becomes a finding.

0-1 HIGH RISK

Address this area soon — see your next step below.

IF A SECTION SCORED 3 OR BELOW, YOUR NEXT STEP:

IEP Timelines & Deadlines

-> IEP Tracking Template — auto-flagging caseload tracker

504 Plan Practice

-> 504 Plan Guide — eligibility, accommodations, safeguards

Behavior, Discipline & MDR

-> Behavior & MDR Toolkit — FBA/BIP/MDR framework

Documentation & Communication

-> Parent & Family Communication Guide + New Teacher's Guide

Two or more sections scored HIGH RISK?

That's what a Compliance Audit is for (\$150/hour) — book a free 15-min discovery call to talk through it.

This is a rough self-assessment tool for general awareness, not a compliance audit or legal advice.

Contact: schedule a consultation at your Williams Inclusion Consulting website, or email hello@williamsinclusionconsulting.com.