



**General Directions to Use the State's Model  
Individualized Education Program (IEP) Form  
(Revised March 2010)**

The State's model IEP Form is provided as a Word document (version 2003) which includes form fields to enter or select typed information. Directions for use of this document in Word 2007 can be found at <http://www.p12.nysed.gov/specialed/formsnotices/>.

The form is 'lock protected' in order for the form fields to function properly. The form should be used when it is in 'lock' mode. Unlocking the form during use may result in a modification to the form itself. It is recommended that each district password protect the form to prevent inadvertent form modifications. To do so, go to 'Tools', 'Options' and click on 'Security' and follow the directions.

The State's IEP form may be used in its current Word format, or may be converted to another format, including a computerized format. However, for all IEPs developed for the 2011-12 school year and thereafter, the State's IEP form may not be modified to otherwise change its appearance or content, except as specifically noted below.

- Rows may be added or deleted within sections of the IEP as necessary.
- Districts must select the appropriate Measurable Annual Goal section of the IEP.
  - For students needing annual goals only, select the section that does not include short-term instructional objectives and/or benchmarks.
  - For students needing short-term instructional objectives and/or benchmarks with the annual goals, select the section of the IEP entitled 'Alternate Section for Students Whose IEPs will Include Short-term Instructional Objectives and/or Benchmarks'
- For students for whom post-school transition planning is not required (such as preschool and elementary age students), the sections on 'Measurable Postsecondary Goals' and 'Coordinated Set of Transition Activities' may be deleted.
- The footer "New York State Education Department IEP form" may be removed.
- The student's name and other identifying information may be added to each page of the IEP.

All other sections of the IEP must appear for each student's IEP, whether or not there are recommendations for the student to be documented in that section of the IEP.