

IEP Meeting Agenda

DATE OF MEETING: _____

1. **INTRODUCTIONS:** *ensure accuracy of and update contact information

| | | |
|-------------|-------|-------|
| Parent | _____ | _____ |
| Parent | _____ | _____ |
| Student | _____ | _____ |
| SPED | _____ | _____ |
| School Rep. | _____ | _____ |
| Other | _____ | _____ |
| Other | _____ | _____ |

2. ***Parent Rights and Procedural Safeguards***

3. **Evaluation Information (if any)**

This should be discussed prior to the IEP in the event that the team determines the student is no longer eligible/in need of special education services.

4. **Overview of Current Services Offered/Student Strengths (PLAFFP)**

Opportunity for attendees who have been granted early dismissal to share - ask for parent/guardian questions and input before attendees leave.

5. **Special Factors and Considerations**

- Transportation (special)
- Program modifications or support for school personnel
- Assistive Technology
- Behavior Impedes learning

6. **Progress on Goals and Objectives/New Goals and Objectives**

7. **Accommodations and Modifications**

8. **Participation in State/District Assessments**

9. **Special Education Services**

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10. **Participation in General Education Classroom**

11. **Behavior Plan/School Discipline Policy**

12. **ESY**

For Transition Age:

13a. **Graduation Planning and Requirements**

13b. **Transition Goals**

13c. **Transition Activities**

13d. **Transfer of Rights**

15. **Summary:**

- Review Decisions Made
- Review Responsibilities
- Repeat any questions or topics brought up previously that have not been addressed
- Restate questions asked by parents to ensure they have been answered.
- Set Future Meeting Date (if needed)
 - Discuss how consent for invite etc. will be obtained if necessary.
 - Discuss best method of communication (email, phone call, etc)



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- Thank Parents for Coming

