

IEP FOR SERVICES MEETING AGENDA

Introduce all participants and make the parents feel as comfortable as possible;

State the purpose of the IEP;

To develop an individual program of goals and objectives derived from the student's individual strengths and weaknesses. Note—May also call IEP meeting for a modification in mpw, special transportation, related service, or annual review;

Ask all participants to sign in indicating their attendance;

Review the student's strengths;

Document parent's vision or educational concerns for the student;

Review the student's current levels of achievement and functional performance;

Update any medical/health issues and vision/hearing screening results;

Discuss any assistive technology/language/accommodations or other supports needed;

If appropriate, review Functional Behavior Assessment and Behavior Intervention Plan;

As needed (depending on the student's age and needs), review State/district assessment and/or local assessment involvement;

If 14½ within the IEP year, complete and review transition plan/Indicator 13 form (Document Library);

Develop/review the student's goals/objectives. Indicate the method/time frame for reporting goals/objectives and progress to parents;

Review the educational services/setting/minutes-per-week;

Review transportation needs;

Review whether extended school year is necessary and indicate amount and duration of services;

Discuss placement options, considering the least restrictive placement option that is appropriate for the student. If applicable, indicate why the student is not recommended for services in the general education classroom;

Once meeting complete obtain parent(s) signature to waive (10) calendar day interval before implementing the IEP. Provide the parent with a copy of the IEP; elaborate what it means;

Complete the Notice of Conference Recommendations;

Thank the parent for attending and ask the parent for any questions and whom they can contact if questions should arise after they leave the meeting.

(rev.9.10)