

IEP TEAM MEETING A G E N D A

For

- Introductions
- Purpose of the IEP Meeting
- Establishment of time parameters, if any (e.g. 2 hours, done by 4:00pm)
- Parent Rights
- Update student information on IEP cover page (phone, address, etc.)
- Review of current assessments from the district
- Review of current independent assessments, if any
- Present levels of performance
- Review/determination of eligibility criteria for all areas of suspected disability.
(If assessed for SLD be sure to complete sections A, B, and C of page F.)
- If student is not eligible for special education
 - IEP should consist of
 1. Cover Sheet (A)
 2. Present Levels (B)
 3. Program Considerations (F)
 4. Signature Page
 5. Summary Page(s) as needed

For a student who is eligible, continue with all IEP pages

- Proposed goals and objectives, discuss, and arrive at consensus
- Individual transition plan, if required
- Special factors page
- Designated placement continuum, include at least three
- Review IEP team notes
- Sign all forms