

IEP TEAM MEETING AGENDA

- Introductions
- Purpose of Meeting
- Establish Time Parameters – proposed length of meeting (should be documented on the invite)
- Explanation/provision of Parent Rights/Procedural Safeguards
- Review/Update student data on IEP (Names, address, phone numbers, etc.)
- Solicit Parent Input regarding strengths and educational concerns
- Review progress on previous goals and objectives (annual and three-year reviews only)
- Review of all current assessments
- Identify Present Levels of Functioning, including parent input
- Review/Determine Eligibility Criteria
- Present new goals and objectives (Draft g/o can be given to parent prior to the IEP meeting)
- Develop Transition Plan for students 16 years or older
- Consider Special Factors
(Behavior, Limited English Proficiency, Blind/Visually Impaired,
Communication Needs, Assistive Technology)
- Discuss the placement continuum (service/program options)
- Determine appropriate placement, services and participation in state and district assessment
- Any questions?
- Review IEP team notes
- Summarize/wrap up
 - Review decisions and responsibilities for next steps
 - Confirm starting dates for placement/services
 - Clarify next scheduled review date (Remind participants that anyone on the team may call a meeting anytime)
 - Sign all required forms
 - Thank participants