

### **How to prepare for a Plan meeting:**

- Set up date with parents at least two months prior to the 3 year due date- longer if you suspect an outside evaluation will need to be completed.
- Email teachers and administrators to make sure meeting date will work for them
- Send Meeting Notice to the Parents and Student (if 16 or older)
- Open the following documents: IWAR, Consent for Evaluation, and Prior Written Notice of Action
- Complete the IWAR as much as possible prior to the meeting by: gathering information from the teachers for all areas (cognitive, academic, communication, social/behavioral, etc.), adding new test scores (NDSA, NWEA), reviewing the cum file, reviewing the last 3 year assessment, IEP, etc.
- The IWAR should include questions that you may want to ask at the Plan meeting in BOLD under sections of the IWAR- these questions may be answered by teachers or parents
- Make copies of IWAR for meeting
- Send reminder email to staff/administration day of meeting

### **At the Plan meeting:**

- Review the profile/IWAR information
- Ask questions and add information that is shared at the meeting
- Decide if assessment is needed- if it is- put those questions into the IWAR with the questions the team has regarding the student's performance
- Have the parents sign the consent for testing form
- Set a tentative meeting date for Summary Meeting

### **After the Plan meeting:**

- Complete the IWAR on Tienet
- Email the Assessment team that the documents are ready and they can begin testing, best times to test the student and when the summary meeting will be