

IEP Agenda

- ☐ Have everyone at the meeting introduce themselves- start with yourself!
 - *Don't forget to have the student there- you can do a student led IEP as well*

- ☐ Have the parents check over the **demographic page** and make sure phone numbers, address, email, etc, are up to date. You can even do this while you are waiting for the entire team to get to the meeting.
 - *Make sure to be taking notes on your paper copy of the IEP*

- ☐ **Present Level:** Go over any new information added. (You could highlight this information prior to the meeting so you know what you want to mention) When you get to the Academic Area have teachers give their input with how he/she does in the classroom.
 - *You should update this section prior to the meeting with NWEA scores, Star Scores, progress monitoring data, behavioral observations, teacher/student input, new testing information, etc.*
 - *As teachers and the parents provide information about the student in the various domain areas be taking notes and adding that after the meeting*

- ☐ **Transition Age Students:** Go over the **Post Secondary Goals** and any updated information in the Transition Present Level.
 - *Update this with the STUDENT prior to the meeting*
 - *Complete new Transition Assessments and add that information to the PL prior to the meeting*

- ☐ **Transition Age Students:** Go over the **T2** page with the team highlighting any change to the classes the student is going to take. Ask the team if this list looks appropriate for the student??
 - *This should be updated prior to the meeting with last years classes and credits, what the student is currently taking and possibilities for the future*
 - *All classes in the resource room should be labeled Applied Topics of English I, II, III or IV or Applied Topics of Occupational Ed., etc. These classes are ALL listed in your "At Your Service Binder"*
 - *If the student is turning 18 make sure to do a Transfer of Rights form too!*

- ☐ **Transition Age Students:** Go over the **T3** activities that you and the student have come up with. Ask the team if there is anything else they feel should be added to this list??
 - *Prior to the meeting, any T3 activities that have been done should be taken off and added as complete to the Transition PL*
 - *Prior to the meeting, go over the transition assessments and determine what further activities the student needs to do that year*

- ☐ **Annual Goals:** Discuss with the team the progress made with the student on each goal. Did they meet the goal(s)? If so- explain to them how you want to change the goal(s) to meet the student's current needs. You may need to add a goal(s) or remove one depending on what the team decides.
 - *Annual Goals do not need to be updated prior to the meeting- however you can update them if you have current Progress Monitoring data and are keeping the goal but just raising the end result. Otherwise you can discuss the goals at the meeting and get input from the team how to proceed with them.*

IEP Agenda

- Have everyone at the meeting introduce themselves- start with yourself!!

- Have the parents check over the **demographic page** and make sure phone numbers, address, email, etc, are up to date. You can even do this while you are waiting for the entire team to get to the meeting.

- Present Level:** Go over any new information added. (You could highlight this information prior to the meeting so you know what you want to mention) When you get to the Academic area have teachers give their input with how he/she does in the classroom.

- Transition Age Students:** Go over the **Post Secondary Goals** and any updated information in the Transition Present Level.

- Transition Age Students:** Go over the **T2** page with the team highlighting any change to the classes the student is going to take. Ask the team if this list looks appropriate for the student??

- Transition Age Students:** Go over the **T3** activities that you and the student have come up with. Ask the team if there is anything else they feel should be added to this list??

- Annual Goals:** Discuss with the team the progress made with the student on each goal. Did they meet the goal(s)? If so- explain to them how you want to change the goal(s) to meet the students current needs. You may need to add a goal(s) or remove one depending on what the team decides.

- Accommodations:** Ask the team to review the list of accommodations and decide if they are still appropriate for the student. Remove those that are no longer needed. Add new ones if needed. If this is a year a student does state testing (Grades 7,8,10) then you must ask the team if the student should take the test with accommodations or do alternate assessment??

- Last Page Educational Environment:** Will this change this year? Have you added a resource room class this year or taken one off their list? If so, their minutes would change. Discuss this with the team so they are aware. Any change to a related service such as OT or Speech?

- Ask if there are any other questions or concerns about the student's plan?? Thank Everyone for coming!!!