

How to prepare for an IEP meeting:

- Set up date with parents at least a week prior to the due date
- Email teachers and administrator to make sure meeting date will work for them
- Send Meeting Notice to the Parents and Student (if 16 or older)
- Update all areas of the IEP, complete any new transition assessments that need to be done, review goal progress, add updated test scores and goal progress to PL, etc. Information needs to be updated not just copied and pasted into the new document
- Update/Complete IEP power point with the student
- Make a draft of IEP goals that address needs
- Create a draft of the IEP
- Send reminder email to staff/administration day of meeting

At the IEP meeting:

- Have student lead the meeting and add comments and ask questions when necessary
- Take notes of changes that are going to be made and comments teachers/parents make
- Come up with appropriate goal(s) for the student
- Complete other forms that may need to be filled out: Assistive Tech, Consent to Invite Outside Agency, Transfer of Rights, etc.
- Use IEP draft for team to refer to

After the IEP meeting:

- Update the IEP with information gathered at the meeting
- Double check the IEP for spelling and grammar mistakes, make sure all boxes and sections are filled in correctly, ask questions if needed
- Complete Prior Notice of Action
- Check the IEP and PWN with mentor
- Finalize all documents after mentor has given approval
- Send copy of IEP to parents (both parents must receive a copy if they are not living together)
- File a paper copy of IEP, meeting notice, prior notice of action and other required paperwork in Special Ed cum file