

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

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

How to prepare for the Summary meeting:

- Confirm date with parents at least a week prior to the due date
- Make sure the date will work for the Assessment Team Facilitator
- 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)
- If Assessment Team Facilitator will come, they will bring the completed IWAR and copies; if no facilitator then make copies of IWAR for meeting
- Send reminder email to staff/administration day of meeting

At the Summary meeting:

- Listen and take notes on the assessment information that is being presented
- Ask questions if necessary
- Be sure to have team members sign the IWAR signature page

After the Summary meeting:

- Assessment Team Facilitator will add the necessary info to the IWAR or make changes if necessary. (Update IWAR yourself if no facilitator was needed)
- Assessment Team Facilitator will email you when the IWAR is completed and you can finalize it (if one was involved)
- You may need to make changes to the IEP if new information or recommendations are made for the students education plan
- Send copy of Consent form, PWN of action and IWAR with signature page to parents (both parents must receive a copy if they are not living together)
- File a paper copy of meeting notice, PWN of action, Consent form, and IWAR with signature page in Special Ed cum file
- Upload signature page from IWAR and the signed consent form into Tienet.