Sample Agenda: IEP Team Meeting

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| Topic | Process |
| Start Up* Welcome, Explanation of purpose and IEP facilitator role
* Participant Introductions/Roles
* Desired Outcomes for the meeting
* Agenda overview
* Explanation of child and parent rights
* Decision making process
* Group Norms
 | * Present
* Check for understanding
* Check for agreement
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| Present Levels of Performance* Recent Evaluations, State/District Testing
* Strengths & Weaknesses
* Parental Concerns
* Impact of Disability
* Consideration of Special Factors
* Review of current goals & objectives, if applicable
* Review of Progress Monitoring Data
 | * Round robin review
* Take a proposal on eligibility (if not eligible, suggest alternative solution)
* Check for understanding
* Check for agreement
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| Establish goals and objectives | * Take proposal or list options
* Check for understanding
* Check for agreement
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| Determine program placement/services* Transition service plan, if applicable
* Student Supports
* Assessment Determination
* Special Education/Related Services
* Explanation of extent, if any, not participating with peers without disabilities
* Extended School Year, if applicable
 | * List options to consider
* +/- evaluation of each, as needed
* Take proposals
* Check for agreement
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| Ending | * Confirm agreements
* Check for parents’ readiness to sign form
* Set next steps (including progress reports or action planning, if applicable)
* Acknowledgements
* Debrief meeting (participant evaluation form)
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Sample Outcomes for an IEP Team Meeting

By the end of the meeting, we will have:

* Shared understanding of Griffin’s present levels of performance
* Shared understanding and agreement on Griffin’s annual goals and objectives
* Agreement on Griffin’s educational placement and services
* Shared understanding of Griffin’s functional behavioral analysis

Sample Group Norms for an IEP Team Meeting

* Communicate clearly and listen carefully
* Respect the views of others
* Share your views willingly
* Ask and welcome questions for clarification
* Be open to the ideas and views presented
* Honor time limits and stay on task

Sample Facilitator Introduction

“I’m here to help you work through your agenda and keep the meeting focused on the needs of (name of student). I will encourage participation from everyone and make sure that everyone is working on the same thing at the same time. I will not contribute my own ideas on content, but I will make process suggestions and with your permission, drive the process forward if we get bogged down. If anything I do gets in your way, please let me know. This is your meeting and I want to help make it work for you.”