

# Agenda for IEP Meetings | 2015- 2016

1. \_\_\_\_\_ Introductions
2. \_\_\_\_\_ Provide current (**Volume III: Policy 7219**) Procedural Safeguards and explanation of each section.
3. \_\_\_\_\_ Give purpose of meeting: a) review/revision b) re-evaluation c) manifestation d) change of placement e) Annual IEP meeting f) transition
4. \_\_\_\_\_ Update information on front page (Address & Phone #)
5. \_\_\_\_\_ Review Data:
  - a. *Current IEP services and classroom performance (general ed. and SPED)*
  - b. *Attendance*
  - c. *Discipline*
  - d. *Current performance in General Education classes*
6. \_\_\_\_\_ Review Graduation option
7. \_\_\_\_\_ Provide updates from the general education teacher, counselor, special education teacher, and any other service provider.
8. \_\_\_\_\_ Review existing accommodations / modifications
9. \_\_\_\_\_ Ask parents their concerns: Parents, you have known your child longer than we have so what are your concerns for the remainder of this year? Based on the information discussed today, what recommendations or suggestions do you have that would help the school district better serve your child?
10. \_\_\_\_\_ Ask the student about their concerns, issues, or performances
11. \_\_\_\_\_ Formal Recommendations;
  - a. *The IEP committee recommends the following revisions to the student's 2015-2016 IEP:*
  - b. *The IEP/MET recommends that the student continues to meet the existing criteria for the \_\_\_\_\_ disability category according to the MDE guidelines. (RE-EVALUATION) OR*
  - c. *The IEP/MET recommends that the student requires additional assessment in the following areas:*
  - d. *The student will receive the related services (speech, counseling, school based therapy, PT, OT, transportation)*
12. \_\_\_\_\_ Signatures
  - a. WPN
  - b. IEP minutes
  - c. Re-eval forms (If applicable)

**Documents required to conduct a meeting:**

- 1) School's IEP folder
- 2) Procedural Safeguard booklet and Receipt of Procedural Safeguard form to explain the booklet to the parent/guardian.
- 3) All forms requiring parent signatures

**After the meeting:**

1. Provide parent with a copy of the IEP minutes
2. Copy of revisions to the IEP
3. Copy of the BIP (if applicable)

**Submitted to the Office of Special Services:**

*(Within 3 days of meeting)*

1. WPN, IEP Minutes (with signatures)
2. Any revisions to the IEP (only revised pages).
3. All required RE-EVAL documents (if applicable)
4. New Signature Page of IEP (page 1)