**Note-Taking & Properly Recording IEP Decisions**

*Minutes should ensure what is agreed to in the IEP meeting and that it is clear and incorporated into the final agreed version of the IEP document.*

Notetaker should be:

* Assigned by the district and a school employee
* Not the school attorney
* Not the parent
* Not the facilitator of the meeting

Why Take Notes:

* IEP notes are *mandatory*when they add required content too complicated for the IEP Forms.
* IEP notes show compliance with the procedural requirements (such as parent participation, review of procedural safeguards, showing placement discussion)
* When the matter is contentious and/or may become a potential due process case, copious notes help!
* ***“If it is not written down, it does not exist!”***

What to Include in Meeting Notes:

* Relevant parent concerns or requests AND any response thereto
* Any evaluation considered (including outside evaluations)
* Any data needed to reflect accurate present levels of performance
* Each placement option considered AND relevant discussion about each option
* Any option rejected by either the school district or the parent. This includes not only placement options but services, methodology, accommodations, etc.
* Clarification of all services in the written IEP. Don’t leave service open to interpretation (such as explaining why exactly a classroom aide will be needed and what classes they will attend or what special transportation will look like)
* The parent’s disagreement
	+ Attach the parent’s written disagreement to the IEP document (either written during or after the IEP meeting); and/or
	+ Write the parent’s disagreement or other concern into the IEP meeting comments
* IEP team member’s recommendations, questions, consent, agreement, or disagreement
* IEP team member’s participation or lack thereof
* Definition of unfamiliar terms

What NOT to Include in Meeting Notes:

* Verbatim recording of every statement made in the meeting
* IEP meeting comments or information found in another portion of the IEP
* Inflammatory or accusatory language in notes that may aggravate what already may be a contentious situation. Even if the parent used swear words, don’t document them!
* A specific methodology. If a particular methodology is not necessary for a student to receive FAPE, then it does not need to be addressed in the IEP.

After Writing Notes:

* Proofread notes and ensure what is written is consistent with other portions of the IEP. (Consider allowing another team member to review them before copies are made.)
* Allow parent to attach a dissent if they disagree with the IEP meeting comments.