

IEP MEETING AGENDA

- _____ Introductions made
- _____ Give parent parental rights
- _____ State purpose of meeting
- _____ Team members in attendance sign IPE meeting attendance form
 - ___ If required team member is not present, get parent consent for excusal from IEP meeting signed before continuing with IEP meeting.
- ** _____ If initial/re-determination staffing; school psychologist will review psychological
 - ___ Eligibility established/redetermined and signed by IEP team members
- _____ Present Level of Academic Achievement and Functional Performance (PLAAFP)
- _____ Concerns of the parent regarding their child's education
- _____ Consideration of Special Factors
 - ___ Behavior Intervention is developed, if necessary
 - ___ Assistive Technology Consideration Checklist is completed, if yes, describe type used if no, describe how the student's needs are being met in deficit area(s)
- _____ Transition Plan, if student is age 14 or older, developed or reviewed and updated if one is developed
- _____ Mastered Goals and Objectives, if annual review (Data to show progress)
- _____ New Goals and Objectives that address specific deficits as described in present level
- _____ Student Supports
- _____ Assessment Determination, Statewide assessments or GAA, Discuss Specific Testing Accommodations and Document each area in IEP
- _____ Discuss Placement and Service Options where and how sped services will be provided (Do not discuss building scheduling issues during meeting. This can be done after meeting with building administrator.)
- _____ Extended School Year (Eligibility Checklist Completed)
- _____ Parent to sign front page of IEP
- _____ Meeting Adjourned
- _____ Student Record Event Update form is completed and given to sped clerk and school data clerk
- _____ FTE Information form is completed if segments were increased or decreased (change in student schedule/services)