

Sample agendas

IEP meeting

Introductions

Parent rights

Participation signatures

Student strengths

If age 16 or older, transition plan

Review of progress from previous IEP (Progress notes)

PLAAPF:

- How disability impacts general education participation
- Other agency comments
- Parent concerns

Classroom teacher reports

Discussion of new goals and objectives based on needs

Accommodations and modifications required

- To meet goals and participate in general education and non-academic activities
- Assessment

Summary of services

Placement in least restrictive environment

Questions

Pre-Evaluation Meeting

Introductions

Parent rights

Review of Pre-Evaluation Planning Worksheet

- Determination of what areas to assess

- Determination of responsibility for each area of assessment

Review and discussion of questions / concerns

Consent to evaluate – parent signature

Set a tentative date for the eligibility meeting

Eligibility Meeting

Introductions

Parent rights

Student strengths

Parent concerns

Review of assessments

- Speech language pathologist
- Hearing specialist
- Occupational therapist
- Physical therapist
- Adapted PE specialist
- Special education teacher
- School psychologist
- Other

Determine eligibility

Document needs and recommendations in ESER

Sign ESER signature page

If student is eligible, continue with the IEP meeting.