IEP Meeting Agenda Information

Included with this information are two documents:

> IEP Meeting Agenda
> IEP Meeting Agenda for Case Manager

The purpose of this format is to have a specific agenda for the parents and other team members while also having a customized agenda for the case manager. The one for the case manager has space for taking notes and a space to have reminders written down which don't need to be seen by everyone. The end of the form for case managers has a laundry list of items which may need to be discussed. Prior to the meeting, the case manager can highlight the ones to be discussed and disregard the others.

Parking Lot Items: The concept of the parking lot is to have a means of 'setting aside' a topic brought up by the parents or other team members so it isn't disregarded or forgotten. It is a nice way to manage a meeting when working with parents or others who have a tendency to take the meeting off topic. It could be given a different name. It might be presented as follows:

> *"We are going to review Sam's IEP today, create new goals and we also need to have time to discuss special transportation. If other topics come up while we are working through the IEP or special transportation which aren't directly related to those topics, I will write it down on this 'Parking Lot' sheet and we can come back to it if we have time at the end of the meeting. Otherwise we can set up another meeting if needed to cover those items."*

Items under the header "Individual Education Plan (IEP)" on the IEP Mtg Agenda are required items and are also required to be completed in the order they are listed on the agenda. Besides the inclusion and order of those items, you may modify the Agenda as you wish to personalize it to your area. You may shorten the language on the items in the required section, you may also need to add Secondary Transition or more behavioral components or EC components, etc.

Feel free to modify the IEP Mtg Agenda for Case Managers to work for you as well.

Opening

 Introductions/Sign In;
 Notice of Procedural Safeguards;
 Meeting Purpose

Individual Education Plan (IEP)

Present Levels of Academic Achievement and Functional Performance
 Strengths;
 Home, classroom and community performance;
 Evaluation data, outside reports, progress reports, test results
 How disability affects involvement and progress in general curriculum;
 Educational Needs

 Goals/Objectives
 Create measureable, annual goals, objectives and discuss how progress will be measured;
 How often and in what ways will progress be shared with parents

 Services
 Services to meet goals; any related services required to assist in meeting goals;
 Service locations
 Adaptations

Other Items

Next Steps

 When will IEP be completed and mailed
 How to contact case manager with questions;
 Set next meeting

Annual IEP Meeting Agenda for Case Manager

Opening
1. Do Introductions;
2. Offer current Notice of Procedural Safeguards to parents
3. Pass around form for signatures; hand out agendas
4. Review purpose of meeting, agenda, time frame, parking lot items, mtg guidelines

Present Levels of Academic Achievement and Functional Performance (PLAAFP);
Strengths;

Statements from parents about how student is performing at home, community;

Evaluation/test data, progress reports, classroom performance:

Statements about how the disability affects the student's involvement and progress in the general curriculum:

Needs: educational, functional

Create Annual Goals
1. Write goals/objectives and review how progress will be measured;
2. Progress Reporting to parents: Address how often and methods

Services
1. How will student meet goals- what services;
2. Time, frequency, location of services;
3. Related services needed to assist student in reaching goals;

Testing/Accommodations:
MCA- accommodations
District Assessments (ie STAR, Aimsweb, MAPS)
Accommodations/supplemental aids/services/supports for school personnel
Paraprofessional duties

Other Items

Other agencies?	No	Yes (list) _____
ESY?	No	Yes
Assistive Tech?	No	Yes (list) _____
Transfer of rights?	No	Yes (use Transfer of Rights form)
Graduation/Age-Out?	No	Yes (must create Summary of Performance)
Out of district?	No	Yes (district) _____
Behavior Plan?	No	Yes (must have Positive Behavior Support Plan)
Third Party (MA) Billing?	No	Yes
Special Transportation?	No	Yes

Next Steps

 *Review notes-anything from 'parking lot' items; and when IEP will be sent;
 *Case manager contact information;
 *Next meeting timeframe.

Closing-Thanks/Appreciation