

## **PURPOSE OF THE IEP\* MEETING**

Before you begin the meeting, take time to review what you know about the situation and determine the purpose of the meeting. Is this an annual IEP meeting? A different type of meeting? What do you hope the meeting will accomplish? Based on that determination, either use the attached annual IEP meeting agenda or adapt it for your purpose, reviewing and discussing any agenda items that pertain to the specific situation.

If this is an annual IEP, the purpose of the meeting is to have the team develop an educational program for the student that will support progress in the general curriculum and meet other educational and functional needs resulting from the disability. After completing the agenda, you will have determined the present levels, goals, services and placement.

### **IEP MEETING AGENDA**

- I. Introductions
- II. Review the purpose of the meeting and the agenda
- III. Present levels of academic achievement and functional performance
  - A. Strengths
  - B. Statements about how the student is performing in the home, classroom, community
  - C. Statement about how the disability affects the student's progress in the general curriculum
  - D. Evaluation data, parent reports, progress reports, test results
  - E. Needs
- IV. Create measurable annual goals and objectives; determine how the goals will be measured.
- V. Services
  - A. How will the student reach the goals? What special education services and supports would help the student be successful? (include time and frequency, and accommodations)
  - B. Who is responsible for the services?
  - C. Where will the services be provided and why? (placement and LRE)
- VI. Progress reporting to parents
  - A. Frequency
  - B. Method
- VII. Other items, as needed
  - A. Testing protocol
  - B. Transfer of rights
  - C. Behavior support plan
  - D. Extended school year
  - E. Transition
  - F. Graduation planning
- VIII. Accountability: next steps, meeting notes, meeting decisions
- IX. Closing

\* References to Individual Education Program (IEP) includes the Individual Family Service Plan (IFSP) and the Individual Interagency Intervention Plan (IIIP)