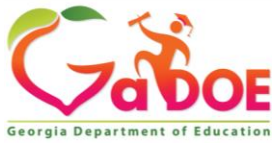


## Sample Agenda: IEP Team Meeting

| Topic   | Process   |
|---|---|
| <p>Start Up</p> <ul style="list-style-type: none"> <li>• Welcome, Explanation of purpose and IEP facilitator role</li> <li>• Participant Introductions/Roles</li> <li>• Desired Outcomes for the meeting</li> <li>• Agenda overview</li> <li>• Explanation of child and parent rights</li> <li>• Decision making process</li> <li>• Group Norms</li> </ul>  | <ul style="list-style-type: none"> <li>• Present</li> <li>• Check for understanding</li> <li>• Check for agreement</li> </ul>   |
| <p>Present Levels of Performance</p> <ul style="list-style-type: none"> <li>• Recent Evaluations, State/District Testing</li> <li>• Strengths &amp; Weaknesses</li> <li>• Parental Concerns</li> <li>• Impact of Disability</li> <li>• Consideration of Special Factors</li> <li>• Review of current goals &amp; objectives, if applicable</li> <li>• Review of Progress Monitoring Data</li> </ul> | <ul style="list-style-type: none"> <li>• Round robin review</li> <li>• Take a proposal on eligibility (if not eligible, suggest alternative solution)</li> <li>• Check for understanding</li> <li>• Check for agreement</li> </ul>  |
| <p>Establish goals and objectives</p>   | <ul style="list-style-type: none"> <li>• Take proposal or list options</li> <li>• Check for understanding</li> <li>• Check for agreement</li> </ul>   |
| <p>Determine program placement/services</p> <ul style="list-style-type: none"> <li>• Transition service plan, if applicable</li> <li>• Student Supports</li> <li>• Assessment Determination</li> <li>• Special Education/Related Services</li> <li>• Explanation of extent, if any, not participating with peers without disabilities</li> <li>• Extended School Year, if applicable</li> </ul>     | <ul style="list-style-type: none"> <li>• List options to consider</li> <li>• +/- evaluation of each, as needed</li> <li>• Take proposals</li> <li>• Check for agreement</li> </ul>  |
| <p>Ending</p>   | <ul style="list-style-type: none"> <li>• Confirm agreements</li> <li>• Check for parents' readiness to sign form</li> <li>• Set next steps (including progress reports or action planning, if applicable)</li> <li>• Acknowledgements</li> <li>• Debrief meeting (participant evaluation form)</li> </ul> |



## **Sample Outcomes for an IEP Team Meeting**

By the end of the meeting, we will have:

- Shared understanding of Griffin’s present levels of performance
- Shared understanding and agreement on Griffin’s annual goals and objectives
- Agreement on Griffin’s educational placement and services
- Shared understanding of Griffin’s functional behavioral analysis

## **Sample Group Norms for an IEP Team Meeting**

- Communicate clearly and listen carefully
- Respect the views of others
- Share your views willingly
- Ask and welcome questions for clarification
- Be open to the ideas and views presented
- Honor time limits and stay on task

## **Sample Facilitator Introduction**

“I’m here to help you work through your agenda and keep the meeting focused on the needs of (name of student). I will encourage participation from everyone and make sure that everyone is working on the same thing at the same time. I will not contribute my own ideas on content, but I will make process suggestions and with your permission, drive the process forward if we get bogged down. If anything I do gets in your way, please let me know. This is your meeting and I want to help make it work for you.”