

IEP Planning Checklist

Pre-IEP Planning Strategies

- ☐ Schedule IEP meeting by due date.
- ☐ Consider whether a pre-meeting with staff should be scheduled.
- ☐ Confirm availability of all required participants on the scheduled date.
- ☐ Complete all assessments reports and submit for internal review.
- ☐ Provide reports to Parent(s) for review prior to meeting.
- ☐ Solicit information from parent(s) regarding concerns and agenda input.
- ☐ Request copies of any private assessments Parent(s) want considered.
- ☐ Consult with providers regarding draft goals to avoid duplication of efforts.
- ☐ Gather data to establish clear baselines for each proposed goal.
- ☐ Document in writing all attempts to schedule IEP meeting.
- ☐ Arrange for Parent(s) any appropriate observations of programs to consider.

Notice of IEP Meeting

- ☐ Identify on Notice of Meeting purpose of IEP meeting.
- ☐ Provide Notice of Meeting to parents within a reasonable time prior to the IEP meeting to allow participation.
- ☐ Identify on Notice of Meeting all IEP meeting participants by title, including:
 - Parent(s)
 - LEA Representative
 - Special Education Teacher
 - General Education Teacher
 - Person(s) Qualified to Interpret Assessment Results
 - Providers with Information Relevant to Purpose of IEP meeting
 - Other(s) with Special Expertise regarding Student
 - Student, where appropriate
- ☐ Identify on Notice of Meeting any IEP team members to be excused and enclose an excusal form for parent signature.

Sample IEP Meeting Agenda

- ☐ Introductions
- ☐ Procedural safeguards
- ☐ Purpose of meeting
- ☐ Review ground rules
 - 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
- ☐ Student Information
- ☐ Eligibility
- ☐ Parent Concerns
- ☐ Assessment Results
- ☐ Present Levels of Performance
- ☐ Areas of Need
- ☐ Progress on Prior Goals
- ☐ Proposed Goals
- ☐ Educational Program and Placement
 - Continuum of placement options
 - Educational setting(s) where goals can be addressed
 - Related services
 - Special factors
 - Supplemental aids and services
 - ESY and transportation
- ☐ Review next steps
- ☐ Signatures

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