



IEP MEETING 45 MINUTE AGENDA

These guidelines are intended to serve as general guidance. IEP team meetings may take more or less time. Each IEP area should be reviewed and revised, as appropriate, based on student need, present levels information, and team input.

Part 1: Welcome and Introductions (5 minutes)

- Welcome and introduce team members
- Establish agenda and state the purpose of the meeting
- Check demographic information
- Offer the parent a copy of the Procedural Safeguards Notice and have a copy ready

Part 2: PLAAFP (15 minutes)

- Parent Input** - Request input from the parent to be written into the IEP
- Strengths & Need Areas** - Refer to draft IEP and provide a brief summary of information, then ask if any team member has additions, corrections, or additional information

Part 3: Goals and Objectives (10 minutes)

- Generate new **Annual Goals and Objectives** based on the PLAAFP. Make sure goals & objectives meet measurability criteria
- If the IEP is a review (not an initial), discuss the progress made toward previous IEP goals. Have a progress report for the goals from the current year to aid in this discussion

Part 4: Supplementary Aids/Services/Support (5 minutes)

- LRE** - Summarize discussions regarding LRE options
- Supplementary Aids, Services, and Supports** - Briefly summarize and ask if team members have questions, corrections, or additional information

Part 5: Service Delivery and Assessments (5 minutes)

- Discuss FAPE options, including the possible continuum of placements for the student
- Special Education Programs/Services** - State the types and anticipated location of services to be provided to and on behalf of the student (which service/instruction, duration, frequency)
- State and District Assessments** - include accommodations if needed

Part 6: Closing Information (5 minutes)

- Notice for Provision of Programs and Services** (Offer of FAPE) - briefly summarize all "Options and other factors considered" and "Reason for not selecting" discussed during the IEP meeting
- Provide parent/guardian with copies of final, published documents. Review Case Manager and phone number for future contact