

# CASE MANAGER'S AIDE:

## Sample IEP Meeting Agenda:

Time scheduled for today's meeting\*: \_\_\_\_\_

1. Introduce IEP Team participants
2. State the of Purpose for the Conference
3. Ask if parents have questions about *Procedural Safeguards, Rights and Responsibilities*
4. Present Levels of Academic Achievement and Functional Performance
5. Determination of Special Factors
6. Determine Post-School Goals and Transition Needs
7. Develop Annual Goals
8. Determine Accommodations and Modifications Needed
9. Determine Service Delivery
10. Determine Placement in the Least Restrictive Environment

Distribute copies of IEP documents

**\*If more time is needed, another meeting may be scheduled**

### Forms required for Initial Eligibility:

- Prior Notice & Consent for Evaluation
- Procedural Safeguards
- Notice of Meeting
- Cover page
- Evaluation Report
- Appropriate Determination of Eligibility Form(s)
- Prior Notice & Initial Provision of Special Education and Related Services (if determined eligible)
- IEP (if determined eligible)
- Permission to Invite Agencies Related to Transition (if student is 15 or older)

### Forms required for Reevaluation

- Prior Notice & Consent for Evaluation
- Notice of Meeting
- Permission to Invite Agencies Related to Transition (if student is 15 or older)
- Cover page
- Evaluation Report
- Appropriate Determination of Eligibility Form(s)
- IEP (if determined eligible)
- Prior Written Notice

### Forms required for Annual IEP Review

- Notice of meeting
- Permission to Invite Agencies Related to Transition (if student is 15 or older)
- IEP
- Prior Written Notice

### Forms required for IEP Amendment

- Notice of Meeting (if appropriate)
- IEP Amendment
- Prior Written Notice