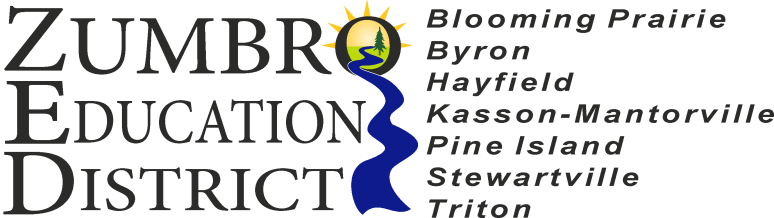
**Zumbro Education District**

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# IEP Meeting Facilitation Checklist

Student’s Name Click here to enter text. Date Click here to enter text.

District/School Click here to enter text. Case Manager Click here to enter text.

**Necessary Due Process Requirements:**

Send Notice of Team Meeting form

Inform parents of their right to invite guest

Make at least 3 attempts to contact parents regarding mutually agreeable time and location prior to holding the IEP meeting

If parents can’t attend determine if other methods are feasible (i.e., phone conference meeting)

**Pre-planning Items:**

Required personnel at the meeting

Parent/guardian Regular education teacher(s)

School district representative Other service provider

Special education teacher Parent selected team member (optional)

Student (if appropriate

\*If some team members can’t attend, bring information from them to the team meeting

**Before the Meeting:**

A room free from outside distractions.

Ample room for all team members to sit and space to take notes.

Water or beverages if the meeting will run over an hour.

Alert office personnel to expect parents and make them feel welcome.

Hold phone calls.

Have pencils, paper, and copies of reports available for team members.

Position team members. The facilitator should sit next to the parent.

Have somebody take notes at team meeting (i.e., principal).

**Beginning the Meeting:**

Welcome parents and provide them a copy of their parental rights (discuss for initial IEP).

Have meeting members introduce themselves and their relationship to the student.

Provide members a copy of an agenda.

Inform parents notes will be taken.

Set time parameters.

IEP meeting agenda includes the following: **Other Items to Address:**

Introduction ESY

Overview of current services provided Assistive technology

Parent/guardian comments/questions/concerns Profile of Learning/State Testing

Review of progress toward reaching goals Transfer of Rights

and objectives Use of school discipline policy with the student

Review of progress in mainstream curriculum Altered school day

Evaluation/reevaluation data if appropriate Medical Assistance addressed

Students educational needs discussed/identified

Identify new goal areas if appropriate

Accommodations and modifications discussed

Placement/services determined

**Conducting the Meeting:**

Stay student focused

Use the term “appropriate” rather than “best” in relating to service to be provided to the student

Give consideration to all parent requests, however, make recommendations based on data and professional experience

Stick to the agenda

Steer away from past problems, focus on the student’s present and future needs

**Ending the Meeting:**

Inform parents that the minutes from the meeting will be incorporated into the IEP.

Recap the services being offered and check to see if the parents understand and agree to IEP team decision.

Encourage the parent to review the IEP upon receiving it and call if they have any questions.

Inform parents that Prior Written Notice will be sent home with the IEP and that it will need to be signed and returned ASAP.

Thank the parents and team members for coming in and taking the time to meet.