**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.