**TEMPLATE- School District Information and LOGO here Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IEP MEETING NOTES TEMPLATE Example**

| **Student** |  | **Birthdate:** |  |
| --- | --- | --- | --- |

*District Representative/Recorder: Check off each component of the IEP, as it is addressed in the meeting. Make sure that each bullet point or question is addressed. Record any questions, requests or disagreements and how they were addressed.*

| Put a check in this column when/if covered | Introductions |

| Case Manager |  |
| --- | --- |
| District Rep |  |
| Gen Ed Teacher |  |
| Other |  |
| Parent |  |
| Student |  |

 |
|  | Review Agenda | ⬜IEP ⬜Eligibility ⬜EPM ⬜Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Parent/Student Rights brochure offered | ⬜Accepted ⬜Declined ⬜Sent Via US Mail |
|  | Review of progress from previous IEP goals, including quantitative data showing progress | Questions/requests/disagreement? |
|  | Special Factors(if YES, must have goals, supports or strategies addressing this area in IEP)* Assistive Technology
* Communication
* Behavior
* Limited English Proficiency
* Blind or visually impaired
* Deaf/Hard of Hearing
 | Any areas marked “Yes” must be addressed in IEPQuestions/requests/disagreement? |
|  | Present Level of Performance:* Student Strengths
* Parent Concerns
* Academic Performance (assessment results)
* Functional Performance
* Disability: effect on general education involvement and ability to progress
* For transition: The student’s preferences, needs, interests, and the results of age-appropriate transition assessments (can be structured interview, checklists or test)
 | Each bullet addressed?Assessment data: included state tests, standardized tests and formative assessments?Understandable, descriptive, gives a current picture?Questions/requests/disagreement? |
|  | Transition (required for age 15 or older)* Post-Secondary Goal
* Course of Study
* Agency Participation
 | Post-Secondary Goal* Measurable
* Written for 1 year after public school services end?
* Addresses training, education, employment & (as needed) independent living skills?

Course of study supports the Postsecondary goal?Agency Participation - how/when agency will be involved?Questions/requests/disagreement?Age of Majority discussed? Yes / No (circle one)Supported Decision Making |
|  | Graduation (discuss 5th grade through HS)* Anticipated date?
* Which document?
 | 5th - 8th grade - Discuss diploma optionsHS - Parent/Student understand implications of diploma/document options?Diploma Decision Reached?Questions/requests/disagreement?⬜Regular Diploma ⬜Modified Diploma ⬜Certificate of Completion⬜Recommended to review at a later time |
|  | Transfer of Rights | Discuss at ages 16-17Information sent when student turns 18Questions/requests/disagreement?Supported Decision Making  |
|  | State Assessments* Smarter Balance
* ELPA, if ELL
 | Any needed accommodations written for each test?If Extended, reason why is stated?Questions/requests/disagreement? |
|  | District Assessments | Include any tests given to all students at that gradeQuestions/requests/disagreement? |
|  | Annual Goals and Objectives* Measurable
* Attainable in one year
* Objectives required if taking Extended Assessment
 | Do the goals address each concern identified in the Present Level statement?Is instruction apparent in each goal?Questions/requests/disagreement? |
|  | Service Summary* Specially Designed Instruction
* Related Services
* Aids, supplemental services & supports
* Supports for personnel
 | Information entered for each section, even if “None needed”?Amounts and Frequencies are descriptive and clear?Does not include: “as needed” “on student request” etc?Questions/requests/disagreement? |
|  | Nonparticipation Justification* Need for removal? Yes or No
* Amount of removal
* Reason for removal
 | Amount of time removed is understandable?Reason for removal - is there any way the services could be provided in the general education setting?Explanation is clear?Questions/requests/disagreement? |
|  | Extended School Year | If any questions, team should select “To Be Considered” and set date for AprilQuestions/requests/disagreement?⬜Yes ⬜ No ⬜To Be Considered (set review for April) |
|  | Placement Determination* Placement Options
* Benefits
* Harmful Effects
* Modifications to reduce harmful effects
* Selection
 | Description of services, not names of programsReason why selected or rejected for each options?Signatures collected?Questions/requests/disagreement? |
|  | Other agenda items? | Questions/requests/disagreement? |