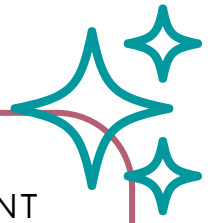


SPECIAL EDUCATION TEACHER IEP MEETING CHECKLIST



REVIEW STUDENT'S CURRENT IEP: MAKE SURE YOU THOROUGHLY UNDERSTAND THE STUDENT'S CURRENT GOALS, ACCOMMODATIONS, AND SERVICES.



GATHER STUDENT'S DATA: COLLECT RECENT ASSESSMENT RESULTS, PROGRESS REPORTS, BEHAVIOR LOGS, AND ANY OTHER RELEVANT DATA TO PRESENT DURING THE MEETING.



IDENTIFY STRENGTHS AND AREAS OF CONCERN: SUMMARIZE THE STUDENT'S STRENGTHS, WEAKNESSES, AND AREAS NEEDING IMPROVEMENT. BE PREPARED TO DISCUSS THESE WITH THE TEAM.



DRAFT PROPOSED GOALS AND OBJECTIVES: BASED ON THE STUDENT'S CURRENT PERFORMANCE AND NEEDS, DEVELOP PROPOSED GOALS AND OBJECTIVES FOR THE UPCOMING IEP PERIOD.



PLAN ACCOMMODATIONS AND MODIFICATIONS: DETERMINE APPROPRIATE ACCOMMODATIONS AND MODIFICATIONS TO SUPPORT THE STUDENT'S LEARNING AND PARTICIPATION IN THE GENERAL EDUCATION CURRICULUM.



PREPARE EXAMPLES OF STUDENT WORK: BRING SAMPLES OF THE STUDENT'S WORK TO ILLUSTRATE PROGRESS AND AREAS NEEDING IMPROVEMENT.



CONSIDER ASSISTIVE TECHNOLOGY NEEDS: ASSESS WHETHER THE STUDENT REQUIRES ANY ASSISTIVE TECHNOLOGY DEVICES OR SERVICES AND BE PREPARED TO DISCUSS OPTIONS.



CONSULT WITH RELATED SERVICE PROVIDERS: COLLABORATE WITH SPEECH THERAPISTS, OCCUPATIONAL THERAPISTS, OR OTHER SPECIALISTS TO ENSURE THEIR INPUT IS INCLUDED IN THE IEP.

SPECIAL EDUCATION TEACHER IEP MEETING CHECKLIST



ANTICIPATE PARENT CONCERNS AND QUESTIONS: THINK ABOUT POTENTIAL CONCERNS OR QUESTIONS PARENTS MAY HAVE AND PREPARE RESPONSES TO ADDRESS THEM.



REVIEW LEGAL AND PROCEDURAL REQUIREMENTS: ENSURE COMPLIANCE WITH ALL LEGAL AND PROCEDURAL REQUIREMENTS FOR IEP MEETINGS, INCLUDING TIMELINES AND DOCUMENTATION.



PLAN COMMUNICATION STRATEGIES: DECIDE HOW TO EFFECTIVELY COMMUNICATE INFORMATION DURING THE MEETING, CONSIDERING THE DIVERSE NEEDS OF THE IEP TEAM MEMBERS.



ARRANGE FOR TRANSLATION OR INTERPRETATION SERVICES: IF NEEDED, ARRANGE FOR TRANSLATION OR INTERPRETATION SERVICES FOR PARENTS OR GUARDIANS WHO REQUIRE THEM.



PREPARE AGENDA, PARENT INVITATION, AND MATERIALS: CREATE AN AGENDA FOR THE MEETING AND GATHER ALL NECESSARY MATERIALS, INCLUDING COPIES OF THE PROPOSED IEP, ASSESSMENTS, AND ANY OTHER RELEVANT DOCUMENTS.



CONFIRM ATTENDANCE: CONFIRM ATTENDANCE OF ALL REQUIRED TEAM MEMBERS, INCLUDING PARENTS, GENERAL EDUCATION TEACHERS, RELATED SERVICE PROVIDERS, AND ADMINISTRATORS.



PRACTICE ACTIVE LISTENING AND COLLABORATION: BE PREPARED TO ACTIVELY LISTEN TO INPUT FROM ALL TEAM MEMBERS AND COLLABORATE TO DEVELOP A COMPREHENSIVE AND EFFECTIVE IEP FOR THE STUDENT.



FOLLOW UP: AFTER THE MEETING, FOLLOW UP WITH ANY ACTION ITEMS OR AGREEMENTS MADE DURING THE DISCUSSION.