

Education Meeting Summary

Student Name:	Date:
Attending School:	Grade:
<input type="checkbox"/> Procedural Safeguards summarized and given to parents in an understandable language. Reviewed according to schedule (at least annually for IDEA, periodically for 504) as long as the student is eligible for IDEA or Section 504.	
If other than English, document language in which Procedural Safeguards were provided:	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Procedural Safeguards review not needed, review documented on (meeting date): <i>(Must be documented at least once a year for IDEA eligible students.)</i>	
Meeting Participants and Titles/Roles:	
<input type="checkbox"/> Interpreter present for translation to parent's native language (interpreter's name):	
Meeting Minutes and Actions Proposed by IEP Team Members:	

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Proposed actions adopted by the IEP/504 team and a brief explanation of how they were addressed and documented.

Proposed actions not adopted by the IEP/504 team during the meeting. These proposed actions will be addressed following further consideration. The school team will follow up on these requests via IEP/504 team meeting, addendum, or in a written response.

Note to LEA designee and school team: All items documented in this section need to be followed up upon by reconvening an IEP/504 meeting or providing the parent/guardian with prior written notice of refusal of proposed action.

Meeting Participant Signatures

Parent received copy of (as appropriate): IEP (and Transition Plan) 504 Plan Evaluation Summary/Eligibility Re-Eval. Data Review
 Initial/Change of Placement Meeting Summary Progress Report Other:

Copies of forms provided in language other than English: Not Applicable Yes No, information translated by interpreter at the meeting.