

Education Meeting Summary

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): <input type="checkbox"/> IEP (and Transition Plan) <input type="checkbox"/> 504 Plan <input type="checkbox"/> Evaluation Summary/Eligibility <input type="checkbox"/> Re-Eval. Data Review <input type="checkbox"/> Initial/Change of Placement <input type="checkbox"/> Meeting Summary <input type="checkbox"/> Progress Report <input type="checkbox"/> Other:
Copies of forms provided in language other than English: <input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No, information translated by interpreter at the meeting.