Preparing For An IEP Meeting

An annual IEP meeting is held for each student receiving special education services. The purpose of this meeting is to review the student's present levels of academic achievement and functional performance (PLAAFP), form new goals and objectives to be measured, and to make changes to the IEP as necessary. IEP meetings may be held more than once a year, and parents may request an IEP meeting at any time. The annual IEP must be held before the services end date on the current IEP. Your student's case manager will reach out to you prior to this date to set up a meeting. You will receive a Notice of a Team Meeting which will include the date, time, location, purpose, and invited participants.

The required members of an IEP team include:

- The student's parents
- The student's case manager (a special education teacher)
- At least one general education teacher (if the student participates in general education)
- An administrative designee, also called a representative of the agency, who is qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with disabilities, is knowledgeable about the general curriculum, and is knowledgeable about the availability of resources of the district.
- An individual licensed in the student's disability category (who may also be the case manager)
- Students age 14 and older must be invited to attend IEP meetings but are not required to attend

The general structure of an IEP meeting is as follows:

- Introductions of all team members
- Review of present levels of academic achievement and functional performance (PLAAFP). This includes input from parents, teachers, and related service providers. Students are also strongly encouraged to provide input.
- Review of the IEP including goals and objectives, services, accommodations and transition services (at the secondary level).
- An explanation of next steps including updating the IEP

IEP Meeting Checklist:

Prior to the IEP Meeting:

- ☐ Review the Notice of Team Meeting and contact your child's case manager with any questions or concerns
- ☐ Request a copy of your child's IEP if needed
- ☐ Review your child's IEP
- ☐ Identify questions and topics you would like to discuss at the meeting. Consider notifying your student's case manager of any questions and concerns prior to the meeting
- ☐ Gather relevant documents or information you may wish to reference and/or share with the IEP team (evaluation report, progress report, health information, etc). Consider sharing documents with your student's case manager prior to the meeting

During the IEP Meeting:

- ☐ Share your questions and concerns
- ☐ Provide feedback, especially if you disagree with a decision
- ☐ Ask clarifying questions if you are confused about what is being discussed

After the IEP Meeting:

Following an IEP meeting, the case manager will develop a proposed IEP (a draft of the new annual IEP). The proposed IEP and the Prior Written Notice will be sent to you for review within 10 school days of the IEP meeting. A proposed IEP becomes final when you sign the Prior Written Notice agreeing to the proposed IEP OR if 14 days lapse from the time the IEP is sent to you and the Prior Written Notice is not returned.

- ☐ Review the draft IEP and the Prior Written Notice

If you agree to the proposed IEP:

- ☐ Sign and date the Prior Written Notice and return it

If you disagree with the proposed IEP or have questions or concerns regarding the proposed IEP:

- ☐ Contact your child's case manager right away to discuss your concerns. You may wish to schedule a follow up IEP meeting.
- ☐ Return the Prior Written Notice with the appropriate box checked indicating your refusal of the proposed changes