IEP Meeting Planning Sheet

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| page1image1267260048page1image1267260976**Introduce and Welcome**   * Welcome to 811Q and express excitement at having the opportunity to work with that student * Introduce yourself and all staff/related service providers present at the meeting * **Update attendance sheet with all appropriate parties- Have all parties sign the attendance sheet** * Care Manager/MSC: list all services that the student is receiving. * Include concerns/issues discussed with the MSC   Notes:  page1image1267295184page1image1267295728 |
| **Review Level I Vocational Assessment**   * If parent has not already filled out and returned Parent Level I Vocational Assessment, conduct at this time * Discuss Transition Needs   + What are parent’s Transition concerns?   + What is student interested in doing after graduation? Where do they see their child post-completion of DOE Program?   + Where will the student live after high school?   Notes:  page1image1267325536page1image1267326144 |
| **Review Goals**   * Explain that student was recently assessed according to SANDI and/or Performance Series * Describe the progress that the student has made * Data from recent assessments was used to create Annual Goals for his/her IEP * Some goals from last year might have rolled over or changed slightly if student will continue to benefit from more time working on skill * What are Parent Academic Concerns?   Notes: |
| **page1image1267362224page1image1267362832Physical**   * Medical alerts * Allergies/medications * What are parent’s physical concerns   Notes:  **Social**   * Social Emotional Needs * Communication Needs * What are parent’s social concerns?   Notes: |
| page2image1247494624page2image1247775488**Parent Counseling and Training**  Discussed with the parent that they are entitled to Parent Counseling and training. This service is offered to perform appropriate follow-up intervention activities at home. Parent workshops are held throughout the school year to support this service. There are also workshops offered through agencies to parents throughout the year. |
| **Servicespage2image1360018128**   * Review student’s related service mandates * Recommended Services, including paraprofessional, nursing, assistive technology * Transportation   Notes:  page2image1360024032page2image1360024576 |
| **Closing**   * Does Parent agree to all program/services recommendations? * Explain that all new information gathered from meeting today will be added to the IEP and that IEP will be finalized * Finalized IEP will be sent home with the student in the coming days * Thank parent/guardian for attending   Notes:  page2image1360052224page2image1360052832 |
| **Additional Planning Space**  page2image1360055120page2image1360057600 |