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

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| **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?

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| **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

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| **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

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| **Additional Planning Space** page2image1360055120page2image1360057600 |