

# IEP Meeting Agenda

Student Name

Date and Time

## Welcome

- Purpose
- Introductions and Roles
- Decision-Making Process
- Group Norms
  - Communicate clearly and listen carefully.
  - Share your views and respect the views of others.
  - Ask and welcome questions for clarification.
  - Silence cell phones (and, if possible, put them away).
  - Honor time limits and stay on task.
- Agenda Overview/Purpose

## Present Levels of Performance

What is it that (student name) knows, understands, and is able to do?

- Strengths
- Challenges
- Eligibility (if appropriate)

## Goals/Considerations/Supports

What is it that we want (student name) to know, understand, and be able to do in one year?

- Goals
- Accommodations
- Assessments
- ESY
- *(Insert other applicable areas, e.g., Secondary Transition, FBA & BIP, Assistive Technology)*

## Services/Placement/LRE

## Ending

- Confirm Agreements and Complete Paperwork
- Procedural Safeguards
- Acknowledgements

## Miscellaneous

- Action Plan/Parking Lot
- Disagreement Activity