

IEP Meeting Notes & Summary

Student Name:	Meeting Date:	Grade:
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Required IEP Team	Student: Guardian: LEA Representative: Related Services:	Special Ed Teacher: Gen Ed Teacher: Psych: Interpreter/Other:
Other:	Outside Agency:	Other:

IEP Meeting Summary:
<input type="checkbox"/> Guardian provided copy of PROCEDURAL SAFEGUARDS <input type="checkbox"/> Notice of Meeting form provided to parent; copy placed in file.

Note Taker Signature:
<input type="checkbox"/> Copy of notes provided to parent

Review of evaluation results and testing: <input type="checkbox"/> Does not apply on this IEP								
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Reviewed Evaluation Summary Report</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Team discussed and determined placement (see notes)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Team discussed and determined eligibility (see notes)</td> <td style="border: none;"><input type="checkbox"/> Initial</td> </tr> <tr> <td style="border: none;"> <input type="checkbox"/> Eligible. <input type="checkbox"/> Not Eligible </td> <td style="border: none;"><input type="checkbox"/> Maintain Current Placement</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> Change Placement</td> </tr> </table>	<input type="checkbox"/> Reviewed Evaluation Summary Report	<input type="checkbox"/> Team discussed and determined placement (see notes)	<input type="checkbox"/> Team discussed and determined eligibility (see notes)	<input type="checkbox"/> Initial	<input type="checkbox"/> Eligible. <input type="checkbox"/> Not Eligible	<input type="checkbox"/> Maintain Current Placement		<input type="checkbox"/> Change Placement
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Review and discussed parts of IEP:												
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Secondary Items:
<input type="checkbox"/> Age of Majority form provided to parent; copy placed in file. (On or before 17th birthday) <input type="checkbox"/> Graduation and Diplomas (check item parent and student have agreed to) <ul style="list-style-type: none"> <input type="checkbox"/> Regular high school diploma (terminates special education services) <input type="checkbox"/> Alternate Diploma (ONLY for those students who take the state Alternate Assessment & access the Essential Elements) <input type="checkbox"/> Certificate of Completion (Students who do not meet graduation requirements)

Notes, Concerns, Alternatives: Include the individual bringing the concern, alternatives discussed, and person responsible for timely follow-up.

