IEP Meeting Notes and Summary

Student Name:	N	leeting Date:	Grade:
Required IEP	Student:		General Ed teacher:
Team	Guardian:		Psych:
	LEA Representative:		Speech/Language Pathologist:
	Special Ed Teacher:		Interpreter/Other:
Other:	Outside Agency:		Related Service/Other:

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- o Guardian provided a copy of procedural safeguards
- Notice of meeting form provided to parent; copy placed in file

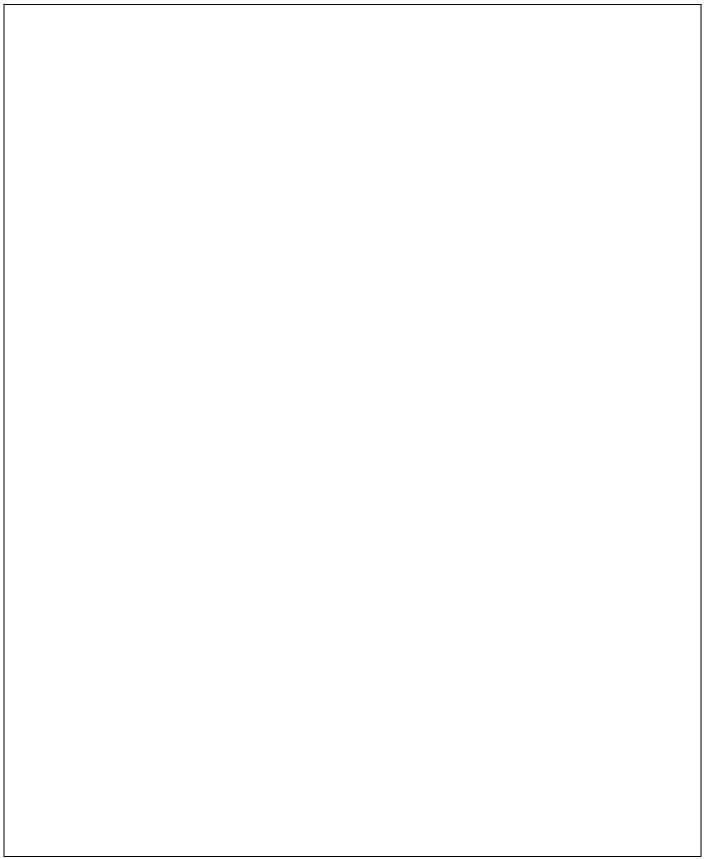
Note taker signature:

Copy of notes provided to parent

Review of Evaluation Results and testing: O Does not apply to this IEP				
0	Reviewed Data	0	Team discussed and determined placement (see notes	
0	Discussed Eligibility		below)	
	EligibleNot Eligible		InitialMaintain current placement	
	O Not Engine		 Change placement 	
Reviewed and discussed part of the IEP:				
0	Student information:	0	Assessment Addendum	
0	Goals and Objectives/Benchmarks (see notes below):	0	Prior Written Notice of ESY	
0	Comments from team including general education			
	teacher and counselor		ary	
Service	Service and Placement		Transition Plan	
0	Service minutes	0	Age of Majority form provided to parent; copy placed	
0	Accommodation and modifications		in file. (On or before 17th birthday)	
0	Regular curriculum	0	Graduation and Diplomas (check item parent and	
0	Alternate assessment statement (if applicable)		student have agreed to)	
0	Special Factors		 Regular high school diploma (terminates 	
0	ESY		special education services)	
0	Placement		 Alternate Diploma (ONLY for those students 	
0	Written Prior Notice, possible considered and refused		who take the Alternate Assessment & access	
	data, understandable language		the Essential Elements)	
			 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.

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Updated: January 2023