

IEP Meeting Notes and Summary

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

IEP Meeting Summary:
<ul style="list-style-type: none"> ○ Guardian provided a copy of procedural safeguards ○ Notice of meeting form provided to parent; copy placed in file

Note taker signature:
<ul style="list-style-type: none"> ○ Copy of notes provided to parent

Review of Evaluation Results and testing: ○ Does not apply to this IEP	
<ul style="list-style-type: none"> ○ Reviewed Data ○ Discussed Eligibility <ul style="list-style-type: none"> ○ Eligible ○ Not Eligible 	<ul style="list-style-type: none"> ○ Team discussed and determined placement (see notes below) <ul style="list-style-type: none"> ○ Initial ○ Maintain current placement ○ Change placement

Reviewed and discussed part of the IEP:	
<ul style="list-style-type: none"> ○ Student information: ○ Goals and Objectives/Benchmarks (see notes below): ○ Comments from team including general education teacher and counselor <p>Service and Placement</p> <ul style="list-style-type: none"> ○ Service minutes ○ Accommodation and modifications ○ Regular curriculum ○ Alternate assessment statement (if applicable) ○ Special Factors ○ ESY ○ Placement ○ Written Prior Notice, possible considered and refused data, understandable language 	<ul style="list-style-type: none"> ○ Assessment Addendum ○ Prior Written Notice of ESY <p>Secondary</p> <ul style="list-style-type: none"> ○ Transition Plan ○ Age of Majority form provided to parent; copy placed in file. (On or before 17th birthday) ○ Graduation and Diplomas (check item parent and student have agreed to) <ul style="list-style-type: none"> ○ Regular high school diploma (terminates special education services) ○ Alternate Diploma (ONLY for those students who take the Alternate Assessment & access 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.

