



SAMPLE IEP MEETING AGENDA:

Agenda for _____'s (Initial, Annual, or Triennial) IEP Meeting
Date: _____

Welcome/Start Up

- Introductions
- Purpose/expected outcomes
- Agenda overview
- Child/parent rights
- Establish time parameters

Present Levels of Performance/Eligibility and Transition for Students 16 Years and Older

- Complete transition paperwork in conjunction with present levels, goals and services
- Student strengths/preferences/interests
- Parent concerns
- Review of reports (general education, specialists, other agencies, if applicable)
- Review of progress on current goals/objectives

Special Factors

- Assistive technology
- Low incidence
- Blindness or visual impairment
- Deaf or hard of hearing
- English learner
- Behavior
- Areas of need
- Participation in state/district-wide assessments

New Goals/Objectives Based on Current Needs

Offer of Program/Services Based on Goals/Objectives

- Service delivery options (least restrictive environment)
- Supplementary aids, services and other supports for school personnel, student, or on behalf of the student
- Accommodations/modifications
- Special education and related services
- Extended school year

Offer of Educational Setting

- Percentage of time in/out of general education classes/rationale for time out of general education
- Other agencies involved including county mental health
- Promotion criteria
- Progress monitoring/progress reporting
- Special education transportation
- Graduation plan (7th grade and higher)

Ending

- Confirm agreements
- Signatures
- Follow-up