

RICHLAND PARISH
IEP Meeting Agenda Format

- WELCOME and Introduction of Team Participants** Student's Name: _____
Date: _____
Assign someone to **take notes** during meeting (if needed) Parent Signature: _____
- Ask all members to **silence cell phones** during the meeting
- Give parent(s) Educational Rights & Restraint Procedure booklets**/obtain parent sign. of receipt/ give review of info in booklets to parents if needed
- State purpose of the meeting** – why the IEP committee is meeting / what you expect to accomplish
○ (Ex.) Initial IEP / Annual Review / Triennial Reeval / Reeval for significant change of placement / etc.
- Explain ground rules** – (Procedural development of IEP; one person speaking at a time; IEP Facilitator moderates; all participants show respect to one another, stick to agenda format, etc.)
- Obtain signatures** on GSI page of IEP to show participation
- If appropriate, review initial evaluation or reeval data
- Review progress towards/mastery of goals on previous IEP and progress in general curriculum.**
- If needed, **discuss any behavioral issues** which may be impacting performance
○ If appropriate, develop BIP
- DRAFT IEP/(if applicable)-HCP/AT/AIM/ACT 833/Alternate Assessment** - discuss all parts page by page; section by section – make changes to draft/revise draft goals/objectives - make final placement determination for LRE and document - *Be sure to always consider the regular ed. classroom with supports FIRST when making placement decisions.
- Discuss any **parental concerns** and document on IEP (GSI page) after going through entire IEP
- Review** what is being proposed by IEP team with the parent
- Parent signature** of consent and **ODR signature** of FAPE offer on LRE page
- Identify how staff will be informed** of their responsibilities for implementation of IEP/Acc.
- Complete and review with parent **Richland Parish Notice of Intent** – attach to IEP.
- Make copies** of IEP / BIP (if applicable) / Reeval or Eval (if applicable) / HCP(if applicable) / Notice of Intent, etc. for parent, CO, and Related Service Personnel – if minutes were taken at meeting, make parent a copy of those as well.

Adjourn Meeting – Thank parents and all members for participating– let members know when next IEP meeting will be held.