Sample IEP Meeting Agenda:

Introduce IEP Team Participants

State the Purpose for the Meeting

Ask if parents have questions about Procedural Safeguards, Rights and Responsibilities

Review progress on annual goals and objectives (can include progress on goals/objectives review of evaluation for re-eligibility determination).

Present Levels of Academic Achievement and Functional Performance

Determination of Special Factors

Determine Post-Schools Goals and Transition Needs

Develop Annual Goals

Determine Accommodations and Modifications needed

ESY

Determine Service Delivery

Determine Placement in Least Restrictive Environment

Review/summarize for PWN

If more time is needed, another meeting may be scheduled.

Distribute copies of the IEP.