





“Agenda”

*Highlighted* =need/invited/requested attendance- then √ attendance. \*=Attendance required by Federal SPED Law.

(Note those attending late/leaving early)

<b>IEP TEAM MEMBERS</b>		<b>NAMES (&amp; Notes)</b>
*	General Ed Teacher (at least 1 =no less than 1)	
*	Sp Ed Teacher (at least 1 =no less than 1)	
*	School/District Representative	
*	Parent(s)	
	Case Manager	
	School Psychologist- required when discussing assessment results	
	Speech Therapist	
	Occupational Therapist (OT)	
	Physical Therapist (PT)	
	Behaviorist	

\*Additional Attendance is required by any agency or services child is receiving or is to receive.

- A staff member may have more than 1 position (e.g. School Psychologist may also attend as District Rep or SPED teacher also Case Manager)



Reference Section	<b>Parental Concerns &amp; Request to Address:</b> (Develop This Section Prior to Meeting & Give Copy to School)
	<p>Note: Concerns Remain a Concern until it addresses the following: Does the Proposed Solution answer the following?</p> <ul style="list-style-type: none"><li>➤ ADDRESSED: Was concern <i>clearly</i> addressed? (Agenda helps here!)</li><li>➤ WHAT: is the Plan of Action?</li><li>➤ WHO: is responsible for doing this?</li><li>➤ WHEN: will this occur? (What Days, Times, Schedule, etc.)</li><li>➤ WHERE: will this occur? (LRE)</li><li>➤ HOW: will this be done exactly? What Materials/Program(s) will be used?</li></ul> <p><b>*Remember:</b> SpEd is a <b>SERVICE</b> not a <b>PLACE</b>.</p>







### Parental Requested Items/IMP Discussions

IEP for \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

#### Overall Outcome/Solutions/Consensus from Today's Meeting: (**Problem—Solution**)

Request: \_\_\_\_\_ Code \_\_\_\_\_ Pg \_\_\_\_\_

Accept/Reject	Reason if Rejected (Alternate Solution?)	Date to be Initiated	Person Responsible
Can/How will it be measured?			

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Can/How will it be measured?			



### Parental Attachments

\*List & number each entry here. Place all attachments on one document titled “*Parental Attachment*”.

Title of Document	Date Submitted to School/Team Members	Submitted for IEP Meeting Dated	Attach to <i>IEP</i> or <i>Info</i> for Meeting/Student

*DRT Consultant: We support parents & children by bridging the gaps between home and school!*