

## SAMPLE IEP MEETING AGENDA

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Case Manager:** \_\_\_\_\_

- Introductions:
- Purpose of the IEP Meeting:
- Establishment of Time Parameters for the Meeting, if any
- Parent Rights/Procedural Safeguards
- Review/Update Student Information on IEP Cover Page
- Review Current Progress
- Review Current Assessment Data Collected
- Determination of Eligibility for Special Education Services
- Review Present Levels of Academic and Functional Performance
- Review/Revise/Develop Measurable Annual Goals and Objectives
- Discuss Modifications
- Discuss any Special Factors
- Discuss Special Education & Related Services Provided (if necessary)
- Discuss Placement Continuum Options
- Closing Statements and Signatures
- Give Parents Copies of IEP and MDT, Parent Survey and any additional resources
- Set Time and Date for Next Meeting (if necessary)
- Adjournment (Case Manager)