

## **Note-Taking & Properly Recording IEP Decisions**

### Notetaker should be:

- Assigned by the district and a school employee
- Not the school attorney
- Not the parent
- Not the facilitator of the meeting

### Why Take Notes:

- IEP notes are **mandatory** when they add required content too complicated for the IEP Forms.
- IEP notes show compliance with the procedural requirements (such as parent participation, review of procedural safeguards, showing placement discussion)
- When the matter is contentious and/or may become a potential due process case, copious notes help!
- ***"If it is not written down, it does not exist!"***

### What to Include in Meeting Notes:

- Relevant parent concerns or requests AND any response thereto
- Any evaluation considered (including outside evaluations)
- Any data needed to reflect accurate present levels of performance
- Each placement option considered AND relevant discussion about each option
- Any option rejected by either the school district or the parent. This includes not only placement options but services, methodology, accommodations, etc.
- Clarification of all services in the written IEP. Don't leave service open to interpretation (such as explaining why exactly a classroom aide will be needed and what classes they will attend or what special transportation will look like)
- The parent's disagreement
  - Attach the parent's written disagreement to the IEP document (either written during or after the IEP meeting); and/or
  - Write the parent's disagreement or other concern into the IEP meeting comments
- IEP team member's recommendations, questions, consent, agreement, or disagreement
- IEP team member's participation or lack thereof
- Definition of unfamiliar terms

### What NOT to Include in Meeting Notes:

- Verbatim recording of every statement made in the meeting
- IEP meeting comments or information found in another portion of the IEP
- Inflammatory or accusatory language in notes that may aggravate what already may be a contentious situation. Even if the parent used swear words, don't document them!
- A specific methodology. If a particular methodology is not necessary for a student to receive FAPE, then it does not need to be addressed in the IEP.

After Writing Notes:

- Proofread notes and ensure what is written is consistent with other portions of the IEP. (Consider allowing another team member to review them before copies are made.)
- Allow parents to attach a dissent if they disagree with the IEP meeting comments.

***Minutes should ensure what is agreed to in the IEP meeting and that it is clear and incorporated into the final agreed version of the IEP document.***