

Letterhead 1



Meeting Agenda for
Date:

SIGN-IN & INTRODUCTIONS **Identify Notetaker**

Purpose of Meeting

To review progress toward meeting the goals on _____ current Individualized Education Program (IEP) plan, and develop a new annual IEP.

Review PROCEDURAL SAFEGUARDS

Case manager will review/summarize the highlights:

"These procedural safeguards spell out the legal rights and protections you have as a parent of a child receiving special education, as well as what the school can and cannot do when evaluating and providing special education and related services to your child."

Some important highlights of your legal rights and protections are:

- *The right for your student to receive a free and appropriate public education within the least restrictive environment.*
- *Your right to participate in all decisions that are made regarding your student's special education and related services*
- *You will receive written notice whenever the school proposes to add, change or deny services to your child and you will be given the opportunity to consent or deny consent for these proposed changes*
 - *The only exception to this is for re-evaluations. In the case that your child is being re-evaluated for special education services, if the school; does not receive your written consent within 14 calendar days, this is considered passive consent and any proposed changes will take effect.*
- *You also have the right to view or request copies of your student's educational records*
- *As a parent, you also have the right to disagree with plans proposed by the school through the due process system, which is a formal way of resolving disagreements between parents and schools. If you have concerns about any part of our plans for your student, we welcome your input and will work with you to come to a common agreement."*

Current Present Levels (strengths and weaknesses):

Parent input:

Teacher input:

Grades/ Credits: **DELETE if not needed**

IEP Review and Revisions **USE DATA**

Service Minutes:

Paraprofessional Support - **Do they need 1:1 support?**

Assistive Technology
Yes No

Transportation- **Review needs for transportation (behavior, expectations, hand to hand, elopement concerns, etc)**
Yes No

Extracurricular- **Do they need support to be successful and for FAPE?**
Yes No

Extended School Year (ESY)- **Do they qualify?**
Yes No

Modifications/Accommodations- **REVIEW the list, anything NEW needed (Make sure to include Emergency School Closings)**

Least Restrictive Environment

Testing:
State Assessments:
District Assessment:

BIP: **REVIEW, update as needed**

Summarize, Questions, Concerns, Comments

