



Assignment 2.6—Resources for Conducting Own IEP Meeting

Sample of Invitation to IEP

Your Name
Address
City, State Zip Code

Date

Name of person you want to invite to IEP
School
School Address
City, State Zip Code

Dear (name of person you want to invite to IEP):

Because you have worked with me and know my skills, or you know what skills I need to continue my education or get a good job after high school, I would like to invite you to my IEP meeting on Tuesday, February 17, 2010 at 4:00 p.m. It will be held in the high school conference room. If you do not know where this room is, I will be happy to meet you in the main office and direct you to the conference room. I look forward to your input. Thank you for taking the time to attend my IEP meeting.

Sincerely,

Your name

Sample of Agenda for IEP



Important: Everyone should receive the agenda for the IEP at least one week before the meeting. You may ask someone to take notes for you and make sure that you thank everyone for coming. A written thank you would also be appropriate.

Agenda

1. Introduction of everyone at the meeting and their role at the meeting.
2. Discussion of my progress this school year.
3. Discussion of accommodations that would be helpful for me.
4. Discussion of any concerns from instructors and other members of the IEP team.
5. Discussion of my transition from high school
 - What do I need to do if I am going to continue my education?
 - What do I need to do if I am going to get a job after graduation?
6. Discussion of opportunities that will help in the transition from high school
 - Scholarships
 - Work Experience
 - Agencies
 - Others???
7. Comments from others.