TEMPLATE- School District Information and LOGO here **Today's Date:**_____

IEP MEETING NOTES TEMPLATE Example

Student		**Birthdate:**	

District Representative/Recorder: Check off each component of the IEP, as it is addressed in the meeting. Make sure that each bullet point or question is addressed. Record any questions, requests or disagreements and how they were addressed.

Put a check in this column when/if covered	Introductions	<table><tr><td>Case Manager</td><td></td></tr><tr><td>District Rep</td><td></td></tr><tr><td>Gen Ed Teacher</td><td></td></tr><tr><td>Other</td><td></td></tr><tr><td>Parent</td><td></td></tr><tr><td>Student</td><td></td></tr></table>
	Review Agenda	⬜IEP ⬜Eligibility ⬜EPM ⬜Other:_____
	Parent/Student Rights brochure offered	⬜Accepted ⬜Declined ⬜Sent Via US Mail
	Review of progress from previous IEP goals, including quantitative data showing progress	Questions/requests/disagreement?
	Special Factors (if YES, must have goals, supports or strategies addressing this area in IEP) ● Assistive Technology ● Communication ● Behavior ● Limited English Proficiency ● Blind or visually impaired ● Deaf/Hard of Hearing	Any areas marked "Yes" must be addressed in IEP Questions/requests/disagreement?
	Present Level of Performance: ● Student Strengths ● Parent Concerns ● Academic Performance (assessment results) ● Functional Performance ● Disability: effect on general education involvement and ability to progress ● For transition: The student's preferences, needs, interests, and the results of age-appropriate transition assessments (can be structured interview, checklists or test)	Each bullet addressed? Assessment data: included state tests, standardized tests and formative assessments? Understandable, descriptive, gives a current picture? Questions/requests/disagreement?
	Transition (required for age 15 or older) ● Post-Secondary Goal ● Course of Study ● Agency Participation	Post-Secondary Goal ● Measurable ● Written for 1 year after public school services end? ● Addresses training, education, employment & (as needed) independent living skills? Course of study supports the Postsecondary goal? Agency Participation - how/when agency will be involved? Questions/requests/disagreement? Age of Majority discussed? Yes / No (circle one) Supported Decision Making

	Graduation (discuss 5th grade through HS) ● Anticipated date? ● Which document?	5th - 8th grade - Discuss diploma options HS - Parent/Student understand implications of diploma/document options? Diploma Decision Reached? Questions/requests/disagreement? ⬜Regular Diploma ⬜Modified Diploma ⬜Certificate of Completion ⬜Recommended to review at a later time
	Transfer of Rights	Discuss at ages 16-17 Information sent when student turns 18 Questions/requests/disagreement? Supported Decision Making
	State Assessments ● Smarter Balance ● ELPA, if ELL	Any needed accommodations written for each test? If Extended, reason why is stated? Questions/requests/disagreement?
	District Assessments	Include any tests given to all students at that grade Questions/requests/disagreement?
	Annual Goals and Objectives ● Measurable ● Attainable in one year ● Objectives required if taking Extended Assessment	Do the goals address each concern identified in the Present Level statement? Is instruction apparent in each goal? Questions/requests/disagreement?
	Service Summary ● Specially Designed Instruction ● Related Services ● Aids, supplemental services & supports ● Supports for personnel	Information entered for each section, even if “None needed”? Amounts and Frequencies are descriptive and clear? Does not include: “as needed” “on student request” etc? Questions/requests/disagreement?
	Nonparticipation Justification ● Need for removal? Yes or No ● Amount of removal ● Reason for removal	Amount of time removed is understandable? Reason for removal - is there any way the services could be provided in the general education setting? Explanation is clear? Questions/requests/disagreement?
	Extended School Year	If any questions, team should select “To Be Considered” and set date for April Questions/requests/disagreement? ⬜Yes ⬜ No ⬜To Be Considered (set review for April)
	Placement Determination ● Placement Options ● Benefits ● Harmful Effects ● Modifications to reduce harmful effects ● Selection	Description of services, not names of programs Reason why selected or rejected for each options? Signatures collected? Questions/requests/disagreement?
	Other agenda items?	Questions/requests/disagreement?
