

Intake IEP Meeting (Student with an IEP from Out of State or Another District)

For Out of State: *Out of State Verification of Disability Form is required (consult with School Psych prior to Intake Meeting). If ND criteria is not met, a Student Profile Meeting must also be held.*

Purpose:

To review the student's existing IEP, understand current needs, determine comparable services, and plan for implementation while the district considers next steps.

1. Welcome & Purpose (5 minutes)

- Introductions and roles
 - Explain purpose of the intake meeting
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2. Parent Input & Student Background (10 minutes)

- Parent shares:
 - Student strengths and needs
 - What has been working well
 - Any concerns since the move
 - Review student history briefly
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3. Review of Existing Evaluation and IEP (10 minutes)

- Review key components:
 - Eligibility
 - Goals
 - Services and supports
 - Accommodations (including transportation and state/district assessment)
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4. Comparable Services & Programming (10 minutes)

- Discuss how services will be delivered in the current setting
 - Identify:
 - Comparable services and supports
 - Any differences in programming models
 - Confirm start dates, schedule, and service providers
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5. Next Steps & Documentation (5 minutes)

- Outline next steps (e.g., evaluation considerations, timelines)
 - Review documentation:
 - IEP
 - Student Profile if applicable
 - Prior Written Notice (PWN)
 - Confirm parent understanding
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6. Closing (5 minutes)

- Questions
 - Review communication plan
 - Thank you, team!
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