WEST FARGO PUBLIC SCHOOLS
Educating all learners for tomorrow's world.

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.

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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!
