

SAMPLE AGENDA FOR AN IEP/PLACEMENT MEETING

1. Introduction of team members. (Case Manager)
2. Explanation of purpose of meeting (Case Manager)
3. Accuracy check of information on front page of IEP - - name, address, birth date, etc.
(Case Manager)
4. Summary of student's history (student, parents(s) and/or referring person)
 - a. Why the student was referred/evaluated
 - b. School services student is now receiving
 - c. Special health problems
 - d. Other agencies student has been referred to
5. If appropriate, summary of student's developmental history (parent (s) and/or appropriate committee member)
6. Summary of evaluation results (psychologists, classroom teachers, special educators, related service providers, and/or others)
7. Development of the IEP (team)
 - a. Current levels of educational performance
 - b. Transitions
 - c. Goals of student, parent and others
 - d. Objectives and evaluation procedures
 - e. Dates of initiation and duration of services to be provided
 - f. Related services needed
 - g. Assignment of who is responsible to implement certain parts of the plan
 - h. Extent of participation in regular programs
8. Recommended placement
9. Signing of IEP, placement forms, eligibility documents, and other forms (team members)
10. Completion of parent survey
11. Adjournment

