

## Sample IEP Agenda

## IEP Agenda

**This sample agenda provides an overview of what to expect at your child’s annual IEP meeting. This form could also be used by your child to “run” the IEP meeting.**

Who\_\_\_\_\_ 1. Introductions(5 min) Ask people to state their names, reason for being at the meeting, and what they want to make certain is covered at the meeting

\_\_\_\_\_ 2. Overview of Meeting (5 min) What are we going to be talking about today?

\_\_\_\_\_ 3. Review this past year (10 min max., 5 min for student, 5 min for team) What has this year looked like so far (review previous IEP goals, credits, .....)?

\_\_\_\_\_ 4. Present Post High School Goals (10 min) What do I want my life to look like beyond high school (identify interests, skills, needs and goals) Receive feedback and questions from the team.

\_\_\_\_\_ 5. Go over Parent and Student Transition Questionnaires (10 min., present and discuss. Will generate agency information questions to be answered by teacher or agency rep if present. Will generate next steps to be captured on “Action Form”)

\_\_\_\_\_ 6. Present Course of Study, identify needs, and develop IEP goals (10 min)

\_\_\_\_\_ 7. Summarize Plan (5 min., classes, transition related activities(including what events are scheduled through high school career center and/or in the community), who is responsible(utilize Action Form)

\_\_\_\_\_ 8. Paperwork if needed (5 min)

\_\_\_\_\_ 9. Check in with group (5min) Feedback from each team member regarding the meeting and plan. Thank everyone for coming.

NOTES: