

SAMPLE IEP MEETING AGENDA

1. Introductions
2. Purpose of IEP Meeting
3. Review and Agreement Regarding Agenda
4. Probable Length of Meeting; Will All Remain for Entire Meeting?
5. Meeting Guidelines (Ground Rules)
6. Statement of Confidentiality
7. Review of Assessment Data/Transition Information
8. Normative Testing Results (national, state, or other)
9. Determination of Eligibility
10. Review of Previous IEP (Goals and Objectives)
11. Development of the IEP:
 - a. Present Competencies
 - i. Physical
 - ii. Behavioral
 - iii. Academic/Developmental/Pre-vocational
 - b. Develop and Approve Annual Goals
 - c. Present/Proposed IEP
 - d. Related Services
12. Modifications/Accommodations
13. Services to Be Provided:
 - a. Schedule of Services
 - b. Appropriateness of Extended School Year (ESY)
 - i. Regression/ Recoupment Cycle
 - ii. Student History
 - iii. Educational Need
 - c. Transportation
 - d. Assistive Technology Needs
14. Determination of Placement
15. Assurance of Least Restrictive Environment
16. Review and Approve Minutes
17. Signatures
18. Closing Questions or Comments
19. Recommendations for Future Meetings

Note that not all steps may apply to every IEP meeting.

Please review this sample agenda with the appropriate district authorities
and modify as appropriate.