IEP Team Meeting Minutes

Student: ___________________________ School: ___________________ Date: __________

Case Manager: ______________________

_____ Introduction of IEP Team Members
_____ Review of Procedural Safeguards
_____ Parental Understanding of Procedural Safeguards (initial)

Purpose of the IEP Meeting:
  o To review student performance and sign consent for assessment
  o To share the results of recent assessment
  o To determine eligibility
  o To develop an initial IEP
  o Addendum and IEP
  o Other: ________________________________________________________________

Summary of Meeting:

IEP Team Members (Please sign)

_________________________________________________________ Parent
_________________________________________________________ LEA Representative(s)
_________________________________________________________ General Educator(s)
_________________________________________________________ Special Educator(s)
_________________________________________________________ Related Service Provider(s)
_________________________________________________________ Student (If Appropriate)
_________________________________________________________ Psychologist(s)
_________________________________________________________ Other
_________________________________________________________ Other