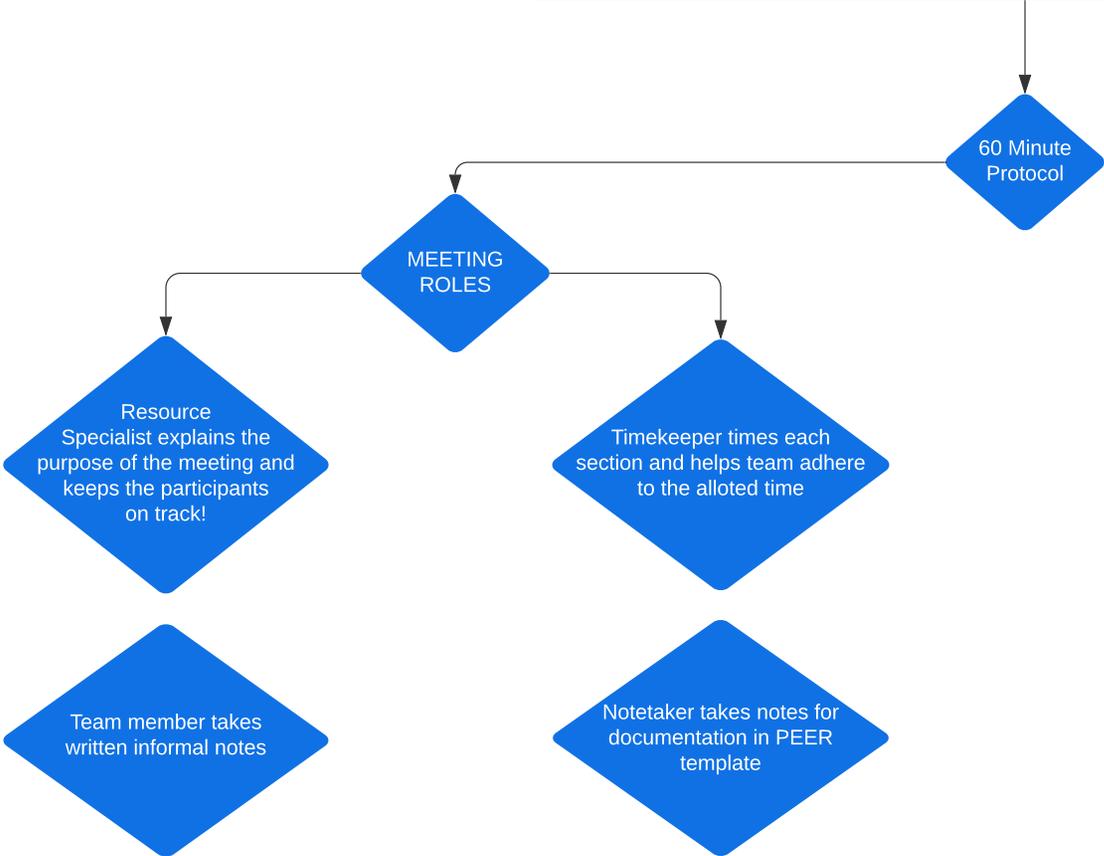


Virtual Procedures for the Individual Educational Plan (IEP) Meeting Agenda



Resource Specialist or LEA- Explains the purpose of the meeting and keeps the participants on task, facilitates compliance monitors, establishes rules and norms. **Team-** Reviews levels, goals, accommodations, progress needs, classroom functions and needs. **General Education** and ESE Teachers discuss schedule of services, assessments, levels and needs. **Therapists and Clinicians** discuss schedules of services as applicable, assessments, levels and students' needs. The school **administration** answers questions about school, class, and logistics. **Parents and student** share their concerns with provided accommodations and services.

STEPS	WHO	TIME
Make Introductions and review meeting norms, rules, and agenda	Resource Specialist or LEA	5-10 Minutes estimated time
Review of Present Levels and/or assessments	Team	5-10 Minutes estimated time
Identify Measurable annual goals for the student and how progress will be measured	Team, General Ed. & ESE Teachers	5-10 Minutes estimated time
Review of services, related services, and supports the student will receive	Therapists & Clinicians	10 Minutes estimated time
Summary and request of signature when final draft is ready	School Administration and student (when appropriate)	5-10 Minutes estimated time
Summary and request of signature when final draft is ready	Parents and student (when appropriate for student)	10 Minutes estimated time