



## IEP Agenda for John Doe June 6, 2008

An IEP agenda will help the team make sure that each important part of the meeting is adequately covered. It will also help focus the team on the legal process and the individual child's needs.

Trevor's IEP team consists of persons who have knowledge of John and his educational needs. This would include the parent, John (if appropriate), the teacher, support personnel, other teachers as appropriate, and a district administrator. It may include other persons with a direct knowledge of the child and his/her needs.

1. Parents rights are offered;
2. John's previous annual IEP will be reviewed, and his progress will be discussed;
3. The proposed IEP is introduced. Demographic information is checked for accuracy;
4. John's eligibility is determined;
5. John's strengths and parent concerns are discussed and noted;
6. The new proposed goals and objectives, based on present levels of performance, will be presented and discussed;
7. Any special factors which might impact John's education will be discussed and noted;
8. Services John needs to progress toward achievement of the goals and objectives will be proposed and offered. This could include extended school year and transportation;
9. The IEP team will be asked to sign for attendance at the meeting;
10. Parents will be asked for their agreement on the goals and objectives and services offered the child. They will then be asked to sign for attendance at the meeting.