



BEMIDJI REGIONAL INTERDISTRICT COUNCIL

Tips For a Successful IEP Team Meeting

Preparing for a Meeting

- Give at least 7 days notice for teachers
 - ◆ Cross-check with previous IEP to make sure you've notified ALL team members
- Notify office staff of meeting
- Be prepared if younger children may join (toys, puzzles, paper/crayons)
- Create an IEP meeting caddy with pens, pencils, post-its, highlighters, kleenex etc.
- Have all documents printed and organized
 - ◆ Sign-In
 - ◆ Procedural Safeguards
 - ◆ Draft IEP (consider writing "draft" IEP copies to encourage parent input)
 - ◆ Consent for release of information
 - ◆ MA Parental Consent
 - ◆ Excusal of a Team Member
- Create an agenda to keep the meeting on-track and on-topic
- Send meeting reminder out the day prior (parent(s)/guardian(s) too!)

During the Meeting

- Meet parent(s)/guardian(s) at the office and escort them to the meeting
- Always start with introductions and roles.
- Always state the purpose of the meeting
- Establish an estimated timeline to end the meeting
- Consider starting with the classroom teacher when reviewing the IEP
- Be intentional about seeking parent input **often** during the meeting
- Paraphrase information, try not to read directly from documents
- Use plain language, skip jargon.
- Be willing and prepared to make changes/adjustments to the draft
- Have CONFIDENCE. Most parents have confidence in you, and your IEP reflects your ability to teach their child.

Ending the Meeting

- Be respectful of everyone's time
- Summarize what was accomplished
- Communicate next-steps for
 - ◆ When you estimate paperwork will be finished
 - ◆ How you will get it to the parent/guardian
 - ◆ When changes will go into effect
 - ◆ What you need from the team and/or parent/guardian
- Walk parent/guardian to the door & thank them! IEP meetings aren't always easy for parent(s)/guardian(s).

Post-Meeting

- Shred any copies of paperwork left behind
- Update SPED Forms if any information changed
 - ◆ **Always** ensure your caseload on SPED Forms reflects accurately for dates, names, settings etc.
- Consider writing up the Prior Written notice immediately after the meeting so your memory is fresh if you haven't taken notes elsewhere already.
- Take a moment to reflect on your meeting.
 - ◆ What went well?
 - ◆ What would you do differently?
 - How are you going to incorporate changes next time?
- Be proud! This is the profession that creates all other professions. What you do matters.