



teacher's guide: setting up the IEP meeting

Before the Meeting, I...

- Call all team members to make sure that they can attend meeting

TEAM MEMBERS INCLUDE:

parents, teachers, related services providers, school psychologist, school district representative, disability services coordinator, family support specialist

- Provide extra pens for note taking
- Make enough copies of the IEP draft for each person attending the meeting
- Set up a meeting space with enough adult sized chairs for each person attending
- Encourage team members to sit around the table to set up a collaborative atmosphere for parents and teaching staff
- Let people know where the bathrooms are
- Ensure transportation is available for the family
- Ensure child care is available for the child and their siblings
- Place photos of the child and art work they have done around the meeting space

After the Meeting, I...

- Collect contact numbers as needed in case questions arise or schedules change
- Thank all those in attendance and walk with the family to the door
- Make sure the family has a copy of the IEP draft
- Check in with family to see how the meeting went