



# teacher's guide: leading the IEP meeting

## Before the Meeting, I...

- Make sure each IEP team member reads through the assessment materials (this could include classroom notes, family reports, and assessment results)
- Confirm the time, date, and accessibility of the meeting room
- Ensure an interpreter is available if necessary
- Talk to the family about the IEP process and answer questions, remind them they can invite family or friends
- Send an invitation to the family reminding them of the date and time of the meeting. (Prior written notice)
- Ask the family what type of information they would like and in what format is most comfortable for them (some families may want a lot of detail, others may just want to know their child's needs are being met)
- Ask the family how much time they have for the meeting

## During the Meeting, I...

- Welcome each team member as he/she arrives and state the purpose of the meeting
- Start the meeting with introductions including titles and roles (introduce late arrivals)
- Begin the discussion with child strengths and new accomplishments and I provide each person the opportunity to contribute to the discussion.
- Remind parents/guardians and other team members that this is a draft of the IEP goals and that they can be modified during the meeting. They should feel free to give suggestions, ask questions, and comment throughout the meeting.
- Create an atmosphere that shows that everyone's opinion is valued
- Develop each part of the IEP and ask for questions along the way
- Validate all comments and questions throughout the meeting
- Discuss how the IEP goals will be addressed in the Head Start program (i.e. direct services, consultation, other)
- Talk with the family about what the services will look like during implementation
- Take some time to start a discussion on how these goals will be taught in the classroom (even though this is not part of what is written in the IEP) and ways they can support at home
- Make arrangements for signing the IEP.



### After the Meeting, I...

- Make copies of the IEP for the family, translate if needed
- Thank all those in attendance and walk with the family to the door
- Make a plan to deliver the final draft of the IEP to all those working with the child (including the Head Start program and parents/guardians)
- Start a quick discussion about what went well during the meeting and what could be changed for next time
- Schedule meetings with the Head Start staff to formulate plans working on the goals in the classroom, who will provide any needed training and how progress will be monitored (data collection)
- Make plans for ongoing meetings with Head Start staff and Special Education Services to discuss the child's progress and what to do if progress is not being made