

teacher(s):

classroom:

date:



IEP basics: supervisor's tool

Disabilities Service Coordinator and IEPs

QUESTION	CIRCLE BELOW	IF NO WHAT IS THE PLAN?
As the Disabilities Coordinator I advocate for the child, support the family, and represent Head Start programs	yes no	
I encourage the family to be involved in every step of the assessment process for their child	yes no	
I provide training to staff and the family on the process and participation in the IEP meeting	yes no	
If this is the child's initial IEP, the LEA initiates and notifies me, the Disabilities Coordinator, of when the IEP meeting will take place	yes no	
I notify Head Start teachers and staff members of the date of the IEP meeting	yes no	
While at the IEP meeting I clarify the services provided by Head Start Programs	yes no	
I provide information about the following to the family: <ul style="list-style-type: none"> • Local, state and national parent support groups • Family resource centers • Networks or parents and people with disabilities in the community • Information resources on disabling conditions • Training available for parents and staff 	yes no	
I ensure that procedural safeguards are in place	yes no	
I ensure the family has been notified and understand their rights, including due process procedures, prior to the IEP meeting	yes no	

Adapted from the Orientation Guide for Head Start Disabilities Services Coordinators, September 2008

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