

IEP Meeting Notes – Date: \_\_\_\_\_

**I-3 Cover Sheet: Purpose of Meeting and sign in for attending team members –**

**I-4 Present Levels:** Strengths, parent concerns, current academic progress and special factors -

**I-5 Special Factors:** This page is filled out if the answer to the last question on the **I-4** was yes. This page describes what the special factors are and what services are provided.

Special factor –

Support -

**I-6 Annual Goal**

Goal –

Measuring Progress –

**I-9 Program Summary –**

If Behavior Plan is part of IEP make sure you understand who does what. Verify and define parent responsibilities/roles. (Adult communication is most critical part of a successful plan.)