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