IEP MEETING AGENDA
To be used at initial or annual IEP meetings

Student Name ________________________ ID # __________ Date of IEP Meeting ________________

Check each item after discussed:

I. ☐ Introduce IEP Team Members

II. ☐ State Purpose for the Meeting

III. ☐ Review Your Family’s Special Education Rights (Virginia Procedural Safeguards Notice)

IV. ☐ Review Information to be Considered by the IEP Team

Parent/family concerns regarding the student’s education
Student’s strengths and interests in the home, school, and community
Review progress on goals/objectives from current IEP
Review formal or informal assessment results

Additional factors for IEP team consideration (check after discussed):
☐ Student’s academic, developmental, and functional needs.
☐ Impact of student’s behavior and is it impeding his/her learning or that of others.
☐ Student’s requirement for assessable, alternate format versions of printed textbooks and printed core instructional materials (Braille, audio text, electronic text, and/or large print) due to a documented visual, physical or print disability.
☐ Student’s language needs, due to limited English proficiency
☐ Student’s communication and/or language needs.
☐ Student’s need for short-term objectives.
☐ Student’s assistive technology needs.
☐ Student’s language and communication needs if deaf or hard of hearing.
* Any additional factor(s) that applies to the student must be addressed within the context of the IEP.

V. ☐ Identify Student Needs

-Annual Goals/Short-term Objectives
-Classroom Accommodations /Curriculum Modifications

VI. ☐ Determine Student’s Participation in Assessment Programs

-Testing Accommodations
-Review of Information about State Assessments and Diploma Options for Students with Disabilities

VII. ☐ Discussion and Selection of the Least Restrictive Environment

VIII. ☐ Summary of Services Required to Meet Student’s Areas of Need

-Transportation Needs

IX. ☐ Distribution of the ESY Information Form and Copies of the IEP

Information from the Fairfax County Public Schools student scholastic record is released on the condition that the recipient agrees not to permit any other party to have access to such information without the written consent of the parent or of the eligible student.