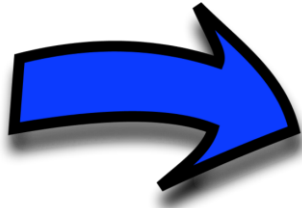


HOW TO HELP LEAD YOUR IEP MEETING

Before your meeting, it would benefit you and your special education teacher to go over the IEP and what you would like it to include. That will help your nerves when you are facilitating the meeting, and it will help the meeting go more smoothly.



IEP= INDIVIDUALIZED EDUCATION PLAN

This is a plan that happens every year that is made to help school work best for **YOU**. Since it is your plan, you should be involved!

When you lead a meeting, you need to:

- Greet everyone as they come in the room
 - Hello. Thank you for coming.
 - It is nice to see you. Thank you for being here.
- Make sure that everyone in the room has been introduced if not everyone knows each other.
 - “I would like each of us to introduce ourselves. I will start. My name is



_____ and I am a _____ at
_____ High School.

State the purpose of the meeting:

“Welcome to my IEP meeting. Today we are going to review last year’s IEP and plan for my next year.”

Personal Preferences, interests and concerns:

Review for the group what kinds of things you are good at and interested in, what classes you have enjoyed or feel good about, and what you would like to do after high school.

Ask your family or guardians what they think your strengths are and if they have any educational concerns for you.

Ask the school staff what they think your strengths are and if they have any educational concerns for you.

Review how school has been going for you:

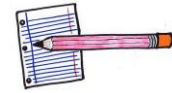
Things that have gone well for me this year are: **+**

Things that were hard for me this year are: **-**



ASK OTHERS IN THE ROOM THEIR THOUGHTS ABOUT WHAT THEY THINK WENT WELL FOR YOU AND WHAT THEY OBSERVED WAS DIFFICULT.

What did they say?



Talk about Transition Goals



Be prepared to talk about these goals for your life after high school. It is ok if you don't know exactly what you want to do after high school—few people do! However, if there are things you want to try, or you have thoughts of what your goals and dreams for adult life might be, you should talk about them with your team.

I would like to live (where, alone or with a roommate, what town, etc.):

I would like to work (what career field, part time or full time):

I would like training in (college, technical school, Job Corps, on the job training, etc.):

To live more independently, I would like to learn (money skills, laundry, transportation, accessing medical care, etc.):

I would like to take these classes in high school to help me with my transition goals or because I enjoy them:

I know I will need the help of these people to reach my goals (Voc Rehab, counselor, teachers, parents, etc.):



ASK YOUR TEAM MEMBERS IF THEY HAVE IDEAS ABOUT WHAT CAN HELP YOU WITH YOUR TRANSITION GOALS.

ALSO, DO THEY HAVE IDEAS OF OTHER PEOPLE THAT CAN HELP YOU OR OTHER CLASSES OR SCHOOL OPPORTUNTIES YOU CAN ACCESS TO HELP YOU.

Review of Last Year’s Goals

Either you or your teacher can review last year’s goals and whether or not they were met.

Identify your goals for this year

This year in school I would like to work on:



ASK YOUR TEACHERS AND PARENTS WHAT GOALS THEY WOULD LIKE TO SEE YOU WORK ON THIS SCHOOL YEAR. YOU CAN DECIDE GOALS TOGETHER.

NOTE—it helps if you, your teacher(s) and your parent(s) have discussed these before your meeting so that both of you feel prepared before discussing it with the group.

Accommodations and Modifications

For me to be successful in my classes, I need:

If you are having trouble deciding what is helpful to you, look at the attached list for ideas.



Ask your parents and teachers if they have any suggestions as well.

Ask your special education teacher how this information will be shared with other teachers so they know how to accommodate your learning needs.

Finish the rest of the paperwork

Your special education teacher will have some additional items he/she may need to have finalized in your IEP, so now is a good time to ask them if he/she needs to cover any items

Ask the other team members if they have any questions or comments about your IEP or this meeting.



Thank everyone for coming

- “Thank you all for coming to my meeting.”
- “This year will be a good year. I appreciate your help.”