

EAST CENTRAL KANSAS COOPERATIVE IN EDUCATION
INTERLOCAL #614

IEP Meeting Preparation

Prior to IEP Meeting	
	Notice of Meeting (sent to parents 10 days prior to meeting)
	IEP updated and reviewed - <i>Sent to parents and admin 5 days before meeting</i>
	Teacher Input (email or hard copy)
	Parent Input (email or hard copy)
	Email IEP date/time to Principal/Admin, Counselor, Teachers, School Psychologist, Related Service Providers, Outside Agencies Involved, Transition/Vocational Coordinator, etc
	Consider student involvement and then plan and prepare with student
Paperwork for IEP Meeting	
	Notice of Meeting
	Completed IEP Progress Reports from previous IEP
	Student's Progress (Current grades, class schedule, transcripts, formal test scores, teacher input, etc)
	<p>Forms to Bring Along to IEP Meeting</p> <ul style="list-style-type: none"> ● Parent Rights (in home language) ● IEP Staffing Report/Notes Form ● IEP Signature Page ● Prior Written Notice Form (if substantial change in services and/or placement) <ul style="list-style-type: none"> ○ Identification ○ Special Education/Related Services ○ Educational Placement ○ Request for Consent ● KSDE Parent Survey <p>Additional Forms/Information needed for Transition Students (14+)</p> <ul style="list-style-type: none"> ● Permission to Invite Agency to IEP Meeting (14+) ● Kansas Rehabilitation Services (KRS) Application and Release of Information. (16+) ● Transfer of Rights Form (17+)

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Suggested IEP Agenda

- Determine who will take staffing notes
- Have Notice of Meeting signed if applicable
- Present Parent Rights in native language to both parents
- Parents sign Excusal for General Education Teacher if applicable (not recommended)
- Introductions
 - When possible, have the student present and lead the introductions
- Check for changes in demographics
- Request present levels input including strengths and concerns from parents and students when present
 - Review IEP input forms
- Request present levels input including strengths and concerns from team, including general education teachers
 - Grades when appropriate
- Address each domain within the IEP
 - Health
 - Social-Emotional
 - Communication
 - Academic and Cognitive, if appropriate
 - Transition and Vocational Needs/Services
 - We are required to do two transition assessments with each student prior to IEP. These can be interviews, surveys, xello, interest inventories, etc.
- Review old goals and progress
- Develop new goals
- Discuss necessary accommodations/modifications
- Review Transportation Needs
- Review Assistive Technology needs
- Review anticipated services including frequency and duration (*not the chart*)
- Review assessment considerations
- Review LRE page to ensure understanding of time spent outside of gen ed
- Medicaid eligibility form
- Signatures on IEP (wrote in or typed in if virtual)

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- Review PWN with parent and have signed, if prepared
- Have parents sign the KSDE Parent Survey

Steps to be taken after an IEP meeting:

- Scan ECKCE documents and attach to Webkidss
- Attach any other documents that are not in Webkidss (separate behavior plans, health care plans, safety plans, etc)
- Send copies of all forms with signatures and finished IEP to parents
- Keep a copy of all paperwork in your file
- Send all pages with signatures to coop