



Handout #7

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