

# IEP MEETING PREP *checklist*

DATE	TASK	DONE
	Review Student's Current IEP	<input type="checkbox"/>
	Initiate Triennial Evaluation Process	<input type="checkbox"/>
	Gather Existing Data and Assessments	<input type="checkbox"/>
	Conduct Comprehensive Evaluations	<input type="checkbox"/>
	Consult with Specialists/Related Services	<input type="checkbox"/>
	Parent Communication	<input type="checkbox"/>
	Schedule Meeting	<input type="checkbox"/>
	At Meeting-Introductions and Agenda Review	<input type="checkbox"/>
	Review Evaluation Results	<input type="checkbox"/>
	Review Student's Progress	<input type="checkbox"/>
	Parental Input	<input type="checkbox"/>
	Develop New Goals	<input type="checkbox"/>
	Determine Services and Accommodations	<input type="checkbox"/>
	Plan for Transition Services	<input type="checkbox"/>
	Finalize IEP Document	<input type="checkbox"/>
	Distribute Final IEP	<input type="checkbox"/>
	Implement IEP	<input type="checkbox"/>
	Monitor Progress	<input type="checkbox"/>
	Documentation and Record-Keeping	<input type="checkbox"/>
	Compliment yourself--this is a lot of work!	<input type="checkbox"/>