




**What can you do, or do you do,
Before, During and After IEP Meetings**
 to ensure meetings run efficiently and effectively?#
 

 Before an IEP Meeting	Who in your school/district typically does this?	Is this something that I can/should be more involved in?	How might I be able to be more involved in this process?
<input type="checkbox"/> Review the information from the multidisciplinary team's evaluation meeting			
<input type="checkbox"/> Review any previous IEPs			
<input type="checkbox"/> Meet with relevant team members and school staff			
<input type="checkbox"/> Consider staffing requirements and resources			
<input type="checkbox"/> Schedule the meeting			
<input type="checkbox"/> Conduct student observations			
➤ Is there anything that you do before an IEP meeting to ensure that the meeting runs efficiently and effectively?			
 During an IEP Meeting	Who in your school/district typically does this?	Is this something that I can/should be more involved in?	How might I be able to be more involved in this process?
<input type="checkbox"/> The IEP is developed collaboratively			
<input type="checkbox"/> Record keeping takes place during the IEP meeting			
<input type="checkbox"/> Engage parents in the IEP process			
<input type="checkbox"/> The IEP meeting room is comfortable (chairs, water, etc.) and free from distractions			
<input type="checkbox"/> Provide various opportunities for parents to participate in the IEP meeting (Skype, GoToMeeting, etc.)			
➤ Is there anything that you do during an IEP meeting to ensure that the meeting runs efficiently and effectively?			
 After an IEP Meeting	Who in your school/district typically does this?	Is this something that I can/should be more involved in?	How might I be able to be more involved in this process?
<input type="checkbox"/> Talk with teachers implementing the IEPs to ensure that students' needs are being met			
<input type="checkbox"/> Determine with teachers (at least every 9 weeks) whether students are making progress toward their goals			
<input type="checkbox"/> Ensure progress reports are being sent to parents at least as frequently as the school sends other grades and progress reports			
<input type="checkbox"/> If a student is not meeting the goals specified on the IEP or changes need to be made, a new meeting is held			
➤ Is there anything that you do after an IEP meeting to ensure the IEP is working to meet the student's needs?			