**Making Meetings Meaningful**

**Facilitated IEP Meeting Process**

Draft IEP

Send home IEP Draft (with DRAFT clearly marked) and Draft IEP Notice Form no later than 5 days prior to the IEP meeting.

Conduct IEP Meeting

IEP team should enter the meeting room together to eliminate “us vs them” mentality.

Use an agenda to keep the meeting focused.

Establish Conversation Courtesies.

Each team member should introduce themselves and state the role that he/she will play in the IEP meeting.

Build consensus throughout the meeting by getting agreement on each section of the IEP as completed.

Center all Discussion during the meeting on the child. Chart PLEPs and evaluation results in terms of Strengths and Challenges. Avoid reading PLEPs word for word. Verify with parent that he/she had the opportunity to review the draft and ask if it is okay if the PLEP is discussed in terms of strengths and challenges rather than by word for word reading.

Ensure that all parts of the IEP have been discussed during the meeting.

Review all accompanying documents (BIP, Transportation Plan, Crisis Plan, Health Care Plan, etc.) with IEP team.

Collect all necessary signatures.

Perform compliance check and finalize IEP.

**Provide parent with a copy of the completed IEP document at the conclusion of the meeting**. IDEA and WV Policy 2419 require that parents are provided a copy of the IEP at the end of the meeting to take with them.

Strategies for Success

Put ideas/comments not relevant to the IEP on a Parking Lot and revisit following the conclusion of the meeting.

Chart + and – for options being discussed when the IEP team in unable to reach consensus.

Create an Action Plan for items that need to be completed following the meeting. Include what the item is, who will complete it, and a timeline for completion.

Elicit parent input on the IEP meeting process to guide future meeting procedures.

Schedule IEP Meeting

Schedule IEP meetings within time limits. Timelines **must** be met with 100% compliance.

Schedule meetings to take place and send meeting notice home **one month** prior to due date to allow for rescheduling and to adhere to WV Policy 2419 8 day notice requirements.

Send parent/student input form home with meeting notice.