



Self-Assessing an IEP Meeting

Self-assess your IEP meeting, using the following checklist:

You opened the meeting by

- introducing team members
- stating purpose and time frame for the meeting
- arranging for a note-taker
- reviewing student's background/history and diagnostic summary as appropriate

You discussed the following:

- student's current level of performance
- student's strengths, interests, learning styles
- parents' values and goals for their child
- student's values and goals for self
- educator's goals for student
- student's areas of need
- whether additional services or assessment required

You established

- priorities for learning
- student specific outcomes
- performance objectives
- daily plan
- roles and responsibilities
- plan for evaluation and update of IEP

You closed by

- summarizing the key decisions and reviewing tasks assigned to team members
- determining how information will be shared with team members
- thanking all members for contributions