

IEP MEETING OBSERVATION

Observed by _____

TEACHER_ STUDENT DATE _____

INVITATION

Yes/No

Comments

10 day notice given?		
Were all relevant parties invited?		<input type="checkbox"/> Parent <input type="checkbox"/> Student <input type="checkbox"/> Gen Ed Teacher <input type="checkbox"/> Sp Ed Teacher <input type="checkbox"/> Specialists <input type="checkbox"/> District Rep/Principal <input type="checkbox"/> Interpreter
Did all parties attend?		<input type="checkbox"/> Parent <input type="checkbox"/> Student <input type="checkbox"/> Gen Ed Teacher <input type="checkbox"/> Sp Ed Teacher <input type="checkbox"/> Specialists <input type="checkbox"/> District Rep/Principal <input type="checkbox"/> Interpreter or a <input type="checkbox"/> Written Agreement signed

MEETING

Agenda for the meeting?		
Meeting note taker:		
Meeting Purpose Stated		
Introductions		
Parent Rights given to parents?		
Diploma Options explained?		
Special Factors discussed?		
Is the pacing of the meeting adequate?		

PLAAP

Strength of the student addressed?		
Concerns of the parent addressed?		
Present academic performance with work samples provided?		<input type="checkbox"/> Results of classroom work/grades <input type="checkbox"/> Results of IEP goals compared to Baseline data
Present academic performance with work		<input type="checkbox"/> State Assessment scores <input type="checkbox"/> Other Assessments
Most recent evaluation reviewed?		<input type="checkbox"/> Scores/areas of weakness or strength shared <input type="checkbox"/> Evidence of last Formal Assessments with dates
Transition: Student's preferences, interests, needs and strengths addressed?		<input type="checkbox"/> Evidence of age appropriate assessment <input type="checkbox"/> Evidence of Preferences, interests, needs and strengths assessed

How student's disability affects progress in Gen Ed. Curriculum addressed?		
ESY addressed?		
Transition (16&Older IEP)		<input type="checkbox"/> Measurable post-secondary goals transition assessments <input type="checkbox"/> Course of Study <input type="checkbox"/> Agency Participation

GOALS

Measurable and Accurate:		
Strongly connected to information found in PLAAFP?		

LEAST RESTRICTIVE ENVIRONMENT

Were options discussed and decided as a team?		
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SPED PLACEMENT DETERMINATION

Placement discussed?		
Placement page signed by attendees?		

END MEETING:

ADDITIONAL COMMENTS: