



THE IEP TEAM and IEP MEETINGS

Susquehanna Community School District
Susquehanna, Pennsylvania



Members of the IEP Team

Required Members

- Parents
- (1) Special Education Teacher
- (1) General Education Teacher
- School District Representative

Additional Members (if applicable)

- Additional Special Education Teachers
- Additional General Education Teachers
- Related Service Providers
 - Speech Pathologists
 - Occupational Therapists
 - Physical Therapists
- Community Representatives
 - Office of Vocational Rehabilitation
 - School Based Behavioral Health

IEP TEAM

If a required member of an IEP team cannot attend a meeting, the parent must provide written consent to proceed with the meeting.

Failure to consent requires the school district to reschedule the meeting.

Parents as IEP Team Members

Parents are an integral part of the IEP Team

- Input regarding the student's functional performance
- Planning for postsecondary education and training
- Historical information regarding the child
- You know them best!

Students as IEP Team Members

Students 14 years of age and older are required to be invited to their IEP meeting. They are not required to attend.

- Understand their disability
- Provide input regarding the supports provided and if they are beneficial
- Planning for postsecondary education and training

Teachers as IEP Team Members

Special Education Teacher

- Collect and analyze information on the student's current academic level
- Compile and compose medical, attendance, and behavioral data
- Identify areas for growth
- Compile input from teachers
- Review and identify specially designed instruction

General Education Teacher

- Provide input on the child's current performance on grade level curriculum
- Discuss grades, behavior, participation, and executive functioning

School District Representative as an IEP Team Member

- Required to speak to the school district's programs, supports, and services
- Ensure compliance with state and federal laws
- Has the authority to allocate district funds to meet student needs

IEP

Paperwork

Invitation to Participate in an IEP Team Meeting

- Sent to you in advance of the meeting
- Include the date, time, and location of the meeting
- Sign and return the document to the school even if you cannot attend
 - You may provide an alternative date and time in the space provided
 - Reach out to the school to request a time that will work for you and your family
- All members of the IEP team are included on the invitation so you are aware in advance of who may be at the meeting

Individualized Education Program

- Lengthy document
- Required signatures
 - Attendance at the meeting
 - Received a copy of the procedural safeguards
 - Offered the student the opportunity to register to vote
- Present Levels include a space for you to indicate any issues or concerns you have regarding your child's educational program

Individualized Education Program

- Sections of the IEP
 - Special Considerations
 - Present Levels
 - Transition
 - State and Local Assessments
 - Goals
 - Special Education
 - Educational Placement

Notice of Recommendation Educational Placement

- States the proposed placement
- Reviews other options considered
- Approval is required to start special education services

Team Meeting

IEP Team Meeting

- Introductions
- Sign to indicate attendance
- Review special considerations
- Review student's current performance
- Identify areas of strength and areas of need
- Determine goals for life after high school and discuss how to provide support to reach those goals (if over 14 years old)
- Discuss standardized assessments and what accommodations, if any are needed
- Develop measurable annuals goals

IEP Team Meeting

- Discuss and document specially designed instruction, related services, supports for school personnel, and extended school year
- Make decisions regarding the type and amount of support needed to meet student needs
- Determine calculation of the amount of time spent in general education



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For additional information, please contact
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