What I Need to Do to Drive My IEP Meeting in 10 Easy Steps

1. Begin By Greeting Everyone and Stating Purpose of the Meeting.

"Welcome to my meeting. Today we are going to plan my program for the next year."

2. Introduce Yourself and Others.

"My name is ______ and I am a student at ______.
"I'd like to introduce ________.

OR

"Please introduce yourselves.

3. Identify Your After-Graduation Goals.

"When I finish high school, I want to
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
____________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

"Any questions or comments?"


"Things that have worked well for me this year are
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
____________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

"Things that have not worked very well for me are
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
____________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________"
5. Request Input From Others in the Meeting.

"Does anyone want to comment on how my school program has been going?"

NOTE TO STUDENT: Ask questions if you don't understand something that is said.

6. Identify Your Goals for This Year.

"This year in school I want to
________________________________________
________________________________________
________________________________________.

"Any comments or questions?"

7. Identify the Supports You Need to be Successful

"For me to be successful in school this year, I need
________________________________________
________________________________________
________________________________________.

"Any comments or questions?"

8. Summarize Your Goals.

"In summary, my future plans are to
________________________________________
________________________________________
________________________________________.

"For me to make progress toward these goals, I will do these things this year:
________________________________________
________________________________________
________________________________________."
9. Review Support Needs and Finalize Program

"The things that need to be in my program to help me succeed are
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________.

"Does anyone have anything they want to say about my program?"

NOTE TO STUDENT: Discuss differences and agree on the final program.

10. Conclude Meeting

"Thank you all for coming to my meeting."

"This year I am going to work hard to accomplish my goals."

"I appreciate your help."