

WHAT IS AN IEP MEETING?



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The Individualized Educational Program (IEP) is a legal document that is created by an individual's educational team, and its contents are based on the decisions made at the IEP meeting. An IEP documents the services needed to meet a student's individual learning needs and lists how and where these services will be provided. The plan itself includes information about an student's performance and will include specific, reachable annual goals that an individual is expected to accomplish within the year. An IEP may also include short-term goals (weekly or monthly), each may be achieved at certain points during an individual's journey as they continue to make progress toward achieving their annual goals.

The school is required to provide each of the services or accommodations written into each student's IEP. Once the plan is carefully organized and written, the IEP team will meet at least once a year to review the progress the student has made and decide if any changes need to be made to the plan. It often helps to meet more than once to review and change the plan depending on the individual's level of progress.

The IEP Team

The following people may be invited to attend the IEP meeting: The child's parents or legal guardian, the student, at least one of the student's regular or special education teachers, someone who knows the assessments and can help the team to understand them, a school system professional who knows school resources and can ensure the appropriate resources, and others who have

knowledge about the student. This group of people will make up an individual's IEP team. If desired, the family can invite someone else to come to the meeting that can help them to understand their rights and help voice concerns or questions.

If a parent or guardian has any questions or concerns, it is important that they speak up, share their thoughts, ideas, and questions openly during the meeting. The parent or guardian plays a crucial role as part of a student's educational team. As the parent or guardian, their intimate knowledge about their child's needs and strengths are valuable and can shape an IEP in a significant way.

Getting Ready for Your IEP Meeting

IEP meetings provide an opportunity for schools to learn more about students. This information helps the IEP team put together a plan that will ensure a student's success in school. To help guide students and families prepare for the IEP process, we developed the following resources that can be accessed on [Inclusion Florida's K-12 Advocacy web page](#), or directly via the following links:

- 🔗 [Before the IEP Meeting: Your Preparation Checklist](#)
- 🔗 [During the IEP Meeting: Your Three Point IEP Meeting Checklist](#)

