

# Getting Ready for Your Student's Individual Educational Plan (IEP) Meeting

Every student with a disability who is eligible for special education services, under N.J.A.C. 6a:14, will have an IEP. An IEP is a written plan for the special education of a student with a disability.

## **The IEP is like a road map.**

The IEP describes what your student can already do and what your student needs to learn in order to reach his/her goals. The IEP also identifies the kinds of help that will be provided to your student. Your student's IEP is created by a team of school personnel which includes the parent. The IEP team will decide which special services and supports your student needs in order to make progress.

## **You are an important member of the IEP team.**

If you are representing a student with a disability, this guide will help you know what to expect during the IEP meeting so that you will feel more comfortable and be able to participate effectively in the process.

## **Keep in mind—**

The IEP is written for an individual student only.

The IEP is a plan for up to 12 months of your student's education.

## **Who can be on the IEP team?**

The following people can be at an IEP meeting:

- You (parents or legal guardian)
- Your student
  - At least one special education teacher who provides, or may provide, services to your student
- Your student's general education teacher
  - Someone who understands the evaluations that have been done for your student and can explain them (this may be one of the school district staff already on the attendee list). If you have obtained any additional evaluations, provide them in advance of the meeting.
  - Someone from the school district who knows about special education and the school district's resources (this may be your student's special education teacher)
- Other people invited by you or the school

You may, in writing, excuse a team member from the IEP meeting if that member's area is not being discussed or if that member provided input for the development of the IEP before the IEP meeting.

### **How can I get ready for the IEP meeting?**

Think about the goals you have for your student's future. Make a list of what your student can do, likes to do, and needs to learn, and the types of help needed, including what has worked or not worked before. Talk with your student about the IEP process and what your student wants from it. Let the school know in advance if you will need a translator or if you need to change the meeting time or place. Ask to look over your student's school records and evaluations. Read them carefully. If you would like you can invite another individual or ask a friend, another parent, or an advocate to attend the meeting with you. Let the school know if you have invited someone.

### **How can I participate in the IEP meeting?**

Bring paper, a pen and any records or evaluations of your student. At the meeting, the IEP team is counting on you to:

- Share your vision for your student for this school year and for the years to come
- Talk about what your student can do and the help your student needs
- Talk about any services your student has received in the past
- Listen and ask questions to make sure you understand
- Have a positive attitude—even when you disagree

At the end of the meeting, review the proposed IEP. If you think the IEP is not finished, ask for another meeting. Once the IEP is complete the school will give you a copy.

**Keep it in your records.**

### **Make sure the IEP includes—**

- What your student knows and can do now
- What your student needs help with
- How your student's disability affects his/her success in school
- What your student should learn by the end of the school year
- The special education services, supports, accommodations or modifications, and assistive technology your student will receive during the year
- An explanation of any time that will be spent receiving instruction outside the regular class
- How your student's progress will be measured
- By age 14, identification of the need for transition services, including preparation for your student to graduate with a standard diploma
- If your student is age 16 or older, the student's goals for life after high school

***Please know that you are not in this journey alone. Our Verona Staff is here to help guide you through the process.***