

# Agenda for an IEP Annual Review Meeting

1. Introductions of team members (parent/guardian, classroom teacher, special educator, director, LEA representative). Attendance may also include the student, related services staff, a school counselor and/or parent advocates.
2. Parent Rights.
3. Purpose of meeting: To review the student's progress on the previous year's Individual Education Plan, and to develop a new plan based on the student's progress.
4. Review of student progress on current IEP.
5. Presentation of proposed IEP for the next year:
  - a. Review of Cover page to ensure all dates and information are accurate.
  - b. Review of Present Levels of Performance – recommendations for additions/corrections.
  - c. Review of Goals and Objectives – recommendations for additions/corrections.
  - d. Review of proposed Services – recommendations.
  - e. Review of Placement determination and Accommodations.
6. Teams decision regarding acceptance of the proposed IEP.
7. Review of next steps.
8. Other.