



Lane Education Service District
Life Skills Education Program
1200 Highway 99N
Eugene, OR 97402
541-461-8200

IEP Meeting Notes

Name: _____ DOB: _____ Date: _____
Present Placement: _____
Current SPED Services: _____

As the meeting progresses check off each of the following items and make notes when necessary.

Introductions:

Identify meeting participants:

Signature:

Title:

Agreement signed between district and parent if participant unable to attend.

Review purpose of meeting:

Initial Eligibility Placement Annual IEP Triennial Review
 Other: _____

Procedural Safeguards offered (ask for parent questions). Parent initials: _____

Special Factors review:

- | | | | |
|---|--------|-------------------------|--------|
| A. Assistive Technology
<small>(Life skills classrooms should always check "yes" as it's part of the AT framework provided each class)</small> | yes/no | B. Communication Needs | yes/no |
| C. Behavior impedes learning | yes/no | D. Limited English | yes/no |
| E. Blind/visually impaired | yes/no | F. Deaf/hard of hearing | yes/no |

Present Levels of Academic Achievement and Functional Performance:

Strengths of the student (participants input): _____

Concerns of the Parent for enhancing the education of their child: _____



Lane Education Service District
Life Skills Education Program
1200 Highway 99N
Eugene, OR 97402
541-461-8200

- Present level of academic performance, including the student's most recent performance on state or district-wide assessments. OAKS: _____ STAR: _____ Other: _____
- The present level of developmental and functional performance, including the results of the initial or most recent evaluation.
- How the student's disability affects involvement and progress in the general education curriculum.
- After school activities: _____
- For students 16 and older: preferences / interests / needs / results of transition assessments.
- Discuss student participation in state-wide / district-wide assessments.
- Area of goals and objectives: _____

Service Summary:

- Specially Designed Instruction area
- Related Services area
- Supplementary Aides / Services area
- Supports for School Personnel area

Notes: _____

- Prior Notice of Special Education Action filled out for changes / adding / dropping services _____

- Nonparticipation Justification (explain the extent of removal and justification).
- Extended School Year services: _____
- Placement: _____
- Other Information: _____

Recorded by: _____