

MODEL INTRODUCTION CHECKLIST

3/08

Welcome and Introductions

- Name
- Role as member of the IEP committee

Purpose of IEP Meeting

- Referral
- Evaluation and Initial IEP
- Annual Review
- Transition
- Three-Year Review
- Specially requested
- Other _____

Written Agenda (on board, handout, or flip chart)

- Objectives for this meeting
- Invite agreement and any additions from participants

Anticipated Duration of Meeting

- Typical time frame
- Anyone leaving early?
- Agreement to stay for entire meeting

Ground Rules and Guidelines

- Confidentiality parameters (any limitations?)
- Encourage parent participation
- Agreement to maintain focus and efficiency
- Agreement to avoid interruptions (cell phones, beepers, sign on door)
- Agreement to remain as a group (avoid leaving the meeting)
- Agreement to speak up and address “owies”

Creature Comforts

- Temperature and ventilation
- Snacks and drinks
- Box of tissues
- Noise
- Breaks