

ANNUAL IEP PLANNING DOCUMENT FOR FAMILIES

SPECIAL EDUCATION - GUIDANCE BRIEF



Dear _____,

Your child's, _____, annual IEP due date is approaching, and I would like your input planning the meeting. This form will help me know when is the best time for you to meet, what your concerns are, and how I can best meet your child's needs. I would like to hold the IEP meeting during the week of _____. You play a vital role in this planning process and I want your support in writing the IEP. Please complete the portion at the bottom of this page so that we can schedule and plan your child's IEP. I appreciate your support in this process. We are a team and I am looking forward to putting their IEP together with you and the rest of the team!

Thanks,

Circle the days that you are available to meet:

Monday / Tuesday / Wednesday / Thursday / Friday

Circle the time of day that is best for you to meet:

Before School / During the day / After School

Please list any concerns you want to see addressed in the IEP:

Who will be attending the meeting? _____

Any other questions or concerns:

The contents of this handout were developed under a grant from the U.S. Department of Education. However, the content does not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the federal government.

Oklahoma State Department of Education, Special Education Services (405) 521-3351 | <http://sde.ok.gov/sde/special-education>