

IEP MEETING PLANNING DOCUMENT FOR FAMILIES

SPECIAL EDUCATION - GUIDANCE BRIEF



Dear _____,

I would like to meet with your child's, _____, IEP team to discuss _____, and I would like your input planning the meeting. This form will help me know when is the best time for you to meet, any concerns you may have, and how I can best meet your child's needs. I would like to hold the meeting during the week of _____. You are a valued member of the IEP team. Please complete the portion at the bottom of this page so that we can schedule and plan this meeting. I appreciate your support in this process. We are a team and I am looking forward to working 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>

NOVEMBER 2021

OKLAHOMA STATE DEPARTMENT OF EDUCATION