

## IEP Meeting & Feedback Tips

Dear Teachers,

As the school year is now underway and IEP meetings have been scheduled, we wanted to share important information to remind you of your role in participating in an IEP meeting and as a member of the IEP team. For those not asked to attend, you will still be required to provide written feedback to be included in the actual IEP notes and to be discussed in the meeting. Please remember that IEP Feedback is legally required.

Tips for Gen Ed Teachers attending IEP Meetings:

When you have been invited to an IEP meeting during the school year, it might be helpful to know some general expectations. There is a limited time for each IEP meeting and there are legal parameters of information to share and document, so time is valuable and your time to share is generally fairly short. Here are some guidelines:

- You will be requested ahead of the meeting to provide updated information to the special ed teacher or administration so know that this information is included in a report and that the report is directly shared with the parent. Keep in mind the impact of your words and choose them wisely.
- Start with something positive regarding your connection with the student.
- Come prepared to share a very brief update of student's progress and current standing in your class. Class work samples are a great way to provide accessible information about how the student is performing in your class.
- Be familiar with student's accommodations and how student accesses these within your class.
- This is an important meeting for parents and students and if you keep this in mind despite your busy schedule and the short meeting time, your information will feel valued.
- Ask student/parent if there is anything they need from you.

We really appreciate your contributions on behalf of our students. Thank you for all you provide, in advance.

Sincerely,

Tam Administration and Special Education Department