

# IEP Meetings - Roles and Responsibilities

## Case manager (Sped Teacher)

- Send three reminders for annual review and 30 day review
- Send home ***draft*** copy of annual review and 30 day review at **LEAST three school days prior to the meeting** and document on Conference Summary Report date draft was sent home
- Run meeting for annual review and 30 day review including sharing Embrace on computer screen

## CBS Office

- Set up meeting dates, send invites, set up virtual meeting link for 30 day review and annual review meeting
- Send final copy of annual review and 30 day reviews to parents and home district

# IEP Meetings - Roles and Responsibilities

## Home District

- Set up meeting dates, send invites, set up virtual meeting link, and send three reminders for *change of placement*, *domain*, and *re-evaluation meetings*
- Responsible for **obtaining consent for re-evaluation** and **notify CBS that permission has been obtained**
- Send ***draft*** IEP for *re-evaluations*
- Run meetings for *re-evaluation* and *change of placement* including sharing Embrace on computer screen
- Send **final** copy of *change of placement* and *re-evaluation* to parent and CBS

# Circuit Breaker - Meeting Types

<u>Meeting Type</u>	<u>Pages Completed by CBS</u>	<u>Pages Completed by Home District</u>
<p><b>Change of placement (amendment)</b> *This include intake meetings</p>	<ul style="list-style-type: none"> <li>● Educational Placement Page</li> </ul>	<ul style="list-style-type: none"> <li>● Amendment Page</li> <li>● Conference Summary Report</li> <li>● Notes</li> <li>● Conference Recommendation</li> <li>● Excusal Form</li> </ul>
<p><b>30 day review (amendment)</b></p>	<ul style="list-style-type: none"> <li>● Amendment Page</li> <li>● Conference Summary Report</li> <li>● Update Present Level of Performance</li> <li>● Behavior Plan</li> <li>● Notes</li> <li>● Conference Recommendation</li> <li>● Excusal form</li> </ul>	<ul style="list-style-type: none"> <li>● none</li> </ul>

# Circuit Breaker - Meeting Types

<u>Meeting Type</u>	<u>Pages Completed by CBS</u>	<u>Pages Completed by Home District</u>
<b>Annual Review</b>	<ul style="list-style-type: none"> <li>● Conference Summary Report</li> <li>● Present Level of Performance</li> <li>● Goals</li> <li>● Behavior Plan</li> <li>● Accommodations</li> <li>● Assessment</li> <li>● Educational Placement</li> <li>● Notes</li> <li>● Excusal form</li> <li>● Conference Recommendation</li> </ul>	<ul style="list-style-type: none"> <li>● none</li> </ul>
<b>Domain</b>	<ul style="list-style-type: none"> <li>● Present level of information should be shared with home district to be entered into consent form</li> </ul>	<ul style="list-style-type: none"> <li>● All forms</li> </ul>

# Circuit Breaker - Meeting Types

<u>Meeting Type</u>	<u>Pages Completed by CBS</u>	<u>Pages Completed by Home District</u>
<b>Re-evaluation</b>	<ul style="list-style-type: none"><li>● Present Level of Performance</li><li>● Goals</li><li>● FBA</li><li>● Behavior Plan</li><li>● Accommodations</li><li>● Assessment</li><li>● Educational Placement</li></ul>	<ul style="list-style-type: none"><li>● All Re-evaluation forms except the FBA</li><li>● Conference Summary Report</li><li>● Notes</li><li>● Excusal Form</li><li>● Conference Recommendation</li></ul>

# IEP Meetings - Agenda

**A. Introductions and reason for meeting**

**B. Review student strength, parent/guardian vision, update medical information and review present level of performance**

**C. Summarize proposed goals**

**D. Summarize proposed behavior plan**

**E. Review accommodations**

**F. Review assessments**

**E. Discuss proposed educational placement**