1. Welcome –

a. Pass around sign in sheet & get parent signature for procedural safeguard

b. Get signature on invite if not already returned ahead of time

c. Do introductions of staff members in room

d. Make sure coversheet is correct (phone number, address)

1. Student input / student reflection time -

a. Have student talk about how he / she thinks the year is going

b. What he / she needs to work on this year

c. What he/ she thinks we can do to help him/her this year

1. Review Present Levels of Academic Achievement

 a. Any testing that was done this year review (WJ III, CBA, Local / State Tests)

 b. Goals met from last year (yes / no) / Goals in place for this year

 c. Go over progress reports from class teachers (for the class teachers in attendance have him/her speak and then after all progress is reported you can dismiss class teacher(s) if parents are okay with that)

1. Present Levels related to current post secondary transition goals(if it applies to your student)

 a. Review transition assessments from this year

 b. Look at how he/ she has grown or regressed

 c. Review parent input (has anything changed from last year – do you need me to add anything)

1. Parental Concerns for enhancing education of the student

 a. Any concerns?

1. Transition Services – Grid (if it applies to your student)

 a. Review goal for post secondary ed or employment (depends upon child) and give some samples as to how we will help the child achieve that goal.

 b. Review independent living section – stress the importance of independence as much as possible.

1. Participation in State and Local Assessments

 a. Will student take PSSA’s with/ without accommodations or will student take PSSA- M’s or qualify for PASA?

1. Special Education / Related Services/ Supplementary Aids & Services / Program Mods

 a. Review modifications and see if they are all needed (add / subtract if needed)

 b. If student has related services go over them

1. Extended School Year

 a. Does student demonstrate a need for this service?

1. Conclusion

 a. Anything anyone wants to add?

 b. Thank you for coming

XI. **After Meeting**

a. Make a copy of the invite signed for your files

 b. Make a copy of the IEP with signatures for your files

 c. Send Invite & IEP to the special education office to be filled in the permanent folder