

# IEP Note Taking



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# What Are Meeting Minutes?

- The IEP meeting minutes are the written notes summarizing the decisions and decision-making process of the IEP team and IEP team meeting.

# Important Thoughts...

- ■ Remember that the meeting notes create a written record that survives forever.
- ■ Take notes on each major topic of discussion.

# Remember

- ■ This is not a script!
- ■ The note-taker does not need to write down everything everyone says.
- ■ It is not necessary to identify the speaker for all comments.
- ■ Not everything that is said during the meeting is important enough to write down.

# Avoid Summary Statements

- ■ Summary statements such as “FAPE was offered” or “The team considered a continuum of placement options” do not adequately identify the information that was discussed.

# Attendance

- ■ Clearly identify who was present at the meeting. Include name and title of all attendees.
- ■ If the meeting is convened without parents, document the attempts to secure parental participation in the meeting notes.
- ■ If any members of the IEP team have been excused, explain that in the notes and reference parent agreement and any written input presented to the team for consideration.

# Important Elements

- State the purpose of the meeting.
- Include a statement that the Procedural Safeguards and Parental Rights were provided and related questions were answered.
- Be sure to include the student's present level of educational performance.
- Document important IEP elements such as accommodations, goals, objectives, nonparticipation justification, and service delivery.
- Document that extended school year was discussed.
- Remember such things as MCAS accommodations, bullying statement, seven areas of need for autism, and transitional services.

# Evaluations

- ■ Identify the reports that were reviewed and considered by the IEP team:
- □ Identify who presented each report.
- □ Include whether there is agreement or disagreement with reports considered— especially if an IEE is requested!
- □ Be sure to include notes reflecting that the team considered any private report provided by the parents and IEEs.



# Parent Requests

- ■ If parents make a request, consider including that request in the meeting notes. Also, include the district's response. If possible and appropriate, include the elements of prior written notice. Ensure that the request is addressed.

# Vital!

- Information in the meeting notes **MUST** match what is proposed in the final IEP document!

# Next Steps

- ■ If there is a verbal agreement to anything, include that in the notes.
- ■ Proofread the notes prior to finalizing the IEP.
- ■ If there are “to-do” items resulting from the meeting, consider identifying those in the meeting notes and clearly specify the responsible party. Be sure to complete all “to-dos.”

○ Questions?

