

Student-Directed IEP Ten Easy Steps Script

1. Begin by greeting everyone and stating the purpose of the meeting.

“Welcome to my meeting. Today we are going review how I’ve done on my goals this past year and establish goals for the coming year.”

2. Introduce yourself and others. Ask the administrator to share the Parent Rights.

“My name is _____ and I am in the _____ grade.”

“I’d like to introduce _____ (names of the people at the meeting)” Or “Please introduce yourselves, starting with _____.”

“_____ (administrator), will you please share the Parent Rights.”

3. Review how you have been doing in school (review IEP Present Levels of Performance).

“Things that have worked well for me this year:

_____”

“Things that haven’t worked very well for me are:

_____”

NOTE TO STUDENT: If you’d like to, now is the time to share work from the past year such as a portfolio, transition assessment, report and or project.

4. Request input from other participants in the meeting.

“Will each of you please comment on how you think I’ve been doing in your class or on my goals?”

5. Ask parents if they have any concerns or comments after the other team members speak.

“Do you have any concerns you’d like to talk about or information to share?”

**NOTE TO STUDENT:
Ask questions if you don’t understand something that is said.**

6. Tell the group what you plan on doing after you graduate.

“When I finish high school, I want to

_____”

“Any comments or question?”

7. Identify your goals for this year (review your IEP Transition Plan and your other goals).

“This year in school my goals and transition activities I want to do are

”

“Any comments or questions?”

8. Identify the supports you need to be successful (review IEP Services Page). Ask if there are any questions.

“To be successful in school and transition planning this year I need:

”

“Any comments or question?”

9. Summarize your goals and review the supports that will assist you to meet your goals. Ask if there are comments or questions.

“In summary, my future plans are to _____

”

“For me to make progress toward these goals, I will do these things this year:

”

“The things that need to be in my program to help me succeed are:

”

“Any comments or question?”

NOTE TO STUDENT:
Discuss differences and agree on final program.

10. Have the participants sign the signature page and conclude meeting.

“Thank you all for coming to my meeting.”

“This year I am going to work hard to accomplish my goals.”

“I appreciate your help.”