



# OFFICE OF SPECIAL EDUCATION

## IEP Toolkit, Topic 1

### PREMEETING PREPARATION

- 1 Identifying your Collaborative Decision-Making Teams
- 2 Effective Communication Tips and Tricks
- 3 Child Study Team Preparation
- 4 Teacher Preparation
- 5 Family and Parent Preparation

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# Identifying the IEP Team Members

"Each team member brings important information to the IEP meeting. Members share their information and work together to write the child's Individualized Education Program. Each person's information adds to the team's understanding of the child and what services the child needs" (USED, 2019).



Interactive Decision-Making Teams Guide: Who Should Be There?



Facilitated IEP Meetings: Promoting Productive Student-Centered IEP Meetings

<https://nj.gov/education/specialed/policy/iepdevelopment.shtml>

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# Child Study Team Preparation

- Be aware and follow established timelines
- Conduct a record review
- Observe the student, if appropriate
- Gather Information on these various IEP components
- Connect with parents and families prior to the meeting and inquire about individual and cultural needs to participate effectively
- Consult with educators and providers on the individual student's needs
- Establish an agenda
- Prepare any necessary documentation
- Establish strategies for effective communication during a meeting

# Teacher Tips and Strategies

The IEP creates an opportunity for teachers, parents, school administrators, related services personnel, and students (when appropriate) to work together to improve educational results for children with disabilities. The IEP is the cornerstone of a quality education for each child with a disability (USED, 2019). This can be accomplished by:

- Developing and writing effective IEPs (IEP Tip Sheet Series).
- Gather important information on the student
- Communicate with families to develop positive relationships

## Parent and Family Corner



### Getting to Know the Team, the Contents, and the Process

The Short-and-Sweet IEP Overview

Contents of the IEP

Understanding the Process

Understanding your Parental Rights

Building your Communication Plan to Support your Student(s)

Parent and Family Strategies for a Successful Meeting

A Basic Guide for Parents

<https://nj.gov/education/specialed/policy/iepdevelopment.shtml>

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