



## IEP Procedures

### [IEP Scheduling Hub](#)

#### BEFORE THE MEETING BEGINS

- Have the following materials available:  
Previous IEP, teacher reports, work samples, assessment results, and  
**Student Transcripts as of FALL '24**
- Transition Survey | C6 [RHHS AGE APPROPRIATE TRANSITION ASSESSMENT](#)
- Student Invitation | C6 [RHHS STUDENT INVITE FORM](#)

#### DURING THE MEETING

- Introduce all participants including names and titles (*print & sign attendance document*)
  - Describe the role of all participants
  - Clearly state the purpose of the meeting and expected outcomes
  - PLOP REVIEW
    1. Regent Results
    2. Reading | Writing | Math Levels
    3. Teacher Reports | Teacher Concerns
    4. Credits, GPA & Graduation Track (*student profile/transcript or see IEP Team*)
    5. Review Transition Survey (*student strength/goals*)
    6. Academic Concerns
    7. Social Concerns (*behavioral*)
    8. Physical Concerns (*health*)
    9. Management Needs
    10. Compensatory Services
    11. Testing Accommodations [RHHS TEST READ FORM](#) (*if applicable*)
    12. Related Services (*if applicable*)
    13. Transportation (*if applicable*)
- \*Any move to a more restrictive environment must be done by the School Psychologists.\***
- Complete Parent/Guardian Survey [RHHS PARENT SURVEY](#)
  - Justify the recommended special education program



- Summarize
  1. Thank all participants for attending
  2. Prompt for any questions

**AFTER THE MEETING**

- Upload attendance document to SESIS
- Ensure Transition & Parent Survey & Student Invitation are upload on SESIS
- Review notes & begin writing the IEP  
*(IEP should be completed 5 days after meeting to ensure compliance and review)*
- Finalize IEP