# IEP Meeting Agenda Note-Taking Template

Note: *This is a sample note taking template. It is recommended that IEP Team participants, including families and students, have access to the template prior to the meeting to record any questions or concerns that they would like to share prior to or during the meeting.*

| IEP Meeting Components | Estimated Time | What questions, contributions, or concerns do I have? |
| --- | --- | --- |
| 1. Introduction and review meeting norms and agenda | 5 min. |  |
| 1. Review Student’s Present Levels of Academic and Functional Performance (PLAAFPs) | 10 min. |  |
| 1. Identify measurable annual goals to address all areas of identified needs and how progress will be measured. | 15 min. |  |
| 1. Develop statement of the special education and related services and supplementary aids and services and a statement of the program modifications or supports for school personnel. | 20 min |  |
| 1. Address other IEP components. | 5 min. |  |
| 1. Wrap-up and next steps | 5 min. |  |

View additional tools and resources to support Virtual IEP meetings that were developed by a collaboration between six OSEP Funded Technical Assistance & Dissemination Centers (PROGRESS Center, Center for Parent Information & Resources, National Center for Systemic Improvement, CADRE, Family Network on Disabilities, WI FACETS) by visiting: <https://www.parentcenterhub.org/virtual-iep-meeting-tip-sheets/>

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