

IEP Notes Template

Develop a template for your IEP notes with “sentence starters” that address the legal components that should be discussed during the IEP.

IEP Form/Area	Sentence Starter
Introduction as to purpose of the IEP meeting	
List of IEP team participants (name and title)	
Parental rights (procedural safeguards), List of documents provided in advance to participants (agendas, draft goals, etc.) and whether the meeting was recorded	
Eligibility Page	
Identified areas of need	
Assessments/Reports reviewed (if applicable)	
Parent concerns relative to educational progress	
Present levels of performance	

Progress on previous goals	
Transition Plan (if applicable)	
Newly developed/proposed goals	
Special Factors	
Supplementary aids/accommodations	
Continuum of program, placement and service options considered	
Offer of FAPE	
Educational Setting	
Other:	
Other:	