

Staffing Agenda

- I. Introductions:** Everyone introduce themselves and their roles.
- II. Procedural Safeguards:** You should always have a copy of these with you. If it is a Re-evaluation, no need to give copy to parent. If it is an Initial, they should have received them at the RED meeting, but keep a copy with you always.
- III. Purpose for Staffing:** Explain that the team will present all the evaluation data and make a determination at the end of the staffing on whether or not this child is eligible for a Special Education under IDEA.

“The purpose for today’s meeting is....”

- IV. Begin Report:** Tell parent this is a draft and you can edit it, read background, social/development history, health – (break here for observations if needed), and IQ.
- V. Team Members Report:** Check often with parent for understanding and to summarize each section (i.e. academics, behavior, language, etc.)
- VI. Facilitate Discussion of where child is and is not eligible.**
- VII. Summarize Determination of Disability or Ineligibility:** Everyone signs eligibility determination page.
- VIII. Tell parents a Report will be sent in 15-20 days and the IEP will be scheduled within 30 days (if applicable). If this is an Initial, explain what an IEP is.**
DO NOT USE JARGON without explanation

Elementary (Gr. K-6) Staffing Meeting Notes for LEA

Student: _____ School: _____ Date: _____

☐ A required **Release of Information** form (M-13) must be obtained for any person(s) attending this IEP meeting that were invited by the parent(s)/guardian(s).

☐ **1. Introduction of all Participants and their Roles in the meeting**

Name	Role	Name	Role
	LEA <i>(required)</i>		
	Case Manager <i>(if applicable)</i>		
	RegEd Teacher <i>(required)</i>		
	Parent/Guardian		

Parents Attended: ☐ In Person ☐ By Phone ☐ Permission to Proceed ☐ 2nd attempt (not in attendance)

☐ 2. Vision/Hearing:
Discussions:

☐ 3. Health:
Discussions:

☐ 4. Motor:
Discussions:

☐ 5. Speech:
Discussions:

☐ 6. Language:
Discussions:

☐ 7. Intellectual/Cognitive:
Discussions:

☐ 8. Adaptive Behavior:
Discussions:

☐ 9. Social/Emotional/Behavior:
Discussions:

☐ 10. Academic Achievement:
Discussions:

☐ 11. Transition:
Discussions:

☐ 12. Assistive Technology:
Discussions:

☐ 13. Summary of Disability or Ineligibility:
Discussions:

☐ 14. Additional Discussions: