



Northern Lights Special Education Cooperative

www.nlsec.org

16 East Hwy 61; PO Box 40 ~ Esko, MN 55733

Phone (218) 655-5018 ~ Fax (218) 451-4511

This letter may be used if you wish to formally request parent permission to use the student centered/needs based agenda format for a student's IEP meeting. Written notification is NOT required, but discussing the format with parents prior to the meeting is always a good idea.

Student Centered/Needs Based: Sample IEP Letter

Date:

To: Mr. and Mrs.

From:

Re: IEP Meeting

This memo is to let you know that I would like to change the format of the upcoming IEP meeting. I feel that with this format we will be able to address and meet (Student's name)'s needs more efficiently and in a more timely manner.

The purpose of the meeting is to determine as a team (family included) what we think (Name) needs to learn. A short summary of (Name)'s present level of performance will be provided by everyone in attendance. We will then generate a list of his/her educational needs, followed by a discussion of some ideas as to how we can help meet those needs in school.

By the end of this hour, we should have determined the priority learner outcomes for (Name) and the agreed upon needs. A smaller group of team members will arrange to convene shortly after the meeting to translate this information into a written IEP in the form of need statements, goals and objectives. The rough draft can then be circulated and sent home for approval.

The agenda will be as follows:

- Description of meeting - 5 minutes
- Grounding -10 minutes (This is where we will gather the present level of performance)
- Generate needs - 25 minutes (Each person will present needs if they have them. What does (Name) need to learn?)
- Re-group/consolidate needs - 5 minutes
- Discussion -10 minutes
- Concluding remarks - 5 minutes

If you have questions or concerns, please feel free to contact me.

Sincerely,

March 2024