

The IEP team (made up of your child's teachers, administrators, related service providers, and **you**) writes the IEP. This program will be written at a meeting and will include a description of all the programs and services necessary to help your child be successful in school. The IEP team uses information that is contained in the ER, or further reevaluations, to write the IEP.

As a parent, you are an IEP team member. It is important that you attend these meetings. Meetings will be scheduled to fit in with your schedule and school officials' schedules. You will get a written notice of when, where, and why the meeting will be held and a list of the

other people who are invited to attend. The IEP meeting is to be scheduled at a time and place that is good for you and your school district. If the date or time is not convenient, you may ask for a change. Parents may also be included by telephone if it is impossible for them to attend the meeting in person.

Required members of each IEP team are:

- The child's parent(s) or legal guardian
- At least one of your child's general education teachers (if your child attends, or might attend, general education classes)
- At least one special education teacher
- A representative of the school district who:
 - Is qualified to provide or supervise special education programs
 - Knows about the general education curriculum
 - Knows about the availability of the resources the local educational agency (LEA) can offer
- Someone who can explain the evaluation results, who may already be a member of the team
- At your request or that of the school district, other people who know your child well or who have worked with your child. You may bring an advocate to advise you or anyone else who will be able to add information about your child's educational experience. This may be a professional advocate, a family member, a close family friend, a previous teacher, etc.
- Your child at age 14 when planning will be done for life after graduation, or any time before that age when you want your child to be part of the team, and it is appropriate.
- A representative from a career and technical school if a career/technical program is being considered for your child.

One person may fill more than one of the above roles. In most cases there will be four people at the IEP meeting: you, the LEA representative, a special education teacher, and a general education teacher (if your child will participate at all in general education). The general education teacher may not attend all meetings or stay for the entire meeting time, but must be a team member. Mandated members of the IEP team may be excused from the meeting if you and the school district agree in writing. If a member is excused and his/her subject area or speciality is being discussed, he/she must provide written input before the meeting.

If you choose not to attend the IEP meeting, it may be held without you