

Developing Quality IEPs Module

Presenters Checklist

Pre-training

___ Email letter to participants and instructions about what to bring and the pre-read

Hand-outs

- ___ Handout #1 Pre-Read
- ___ Handout #2 Pre & Post Test
- ___ Handout # 3 Special Education Vocabulary
- ___ Handout # 4 Parental Input Form
- ___ Handout #5 Release of information Form
- ___ Handout #6 Authorization of Release of Information
- ___ Handout #7 It's a Fact Handout
- ___ Handout #8 Notice of Meeting Form
- ___ Handout #9 Student Invitation to a Transition IEP Meeting Form
- ___ Handout # 10 Procedural Safeguard Log
- ___ Handout # 11 IEP Meeting Agenda Example
- ___ Handout # 12 Compare the Meetings
- ___ Handout # 13 A-Z Topic Summary
- ___ Handout # 14 State IEP Form
- ___ Handout # 15 Adverse Impact Statements
- ___ Handout # 16 Transition IEP PLAAFP
- ___ Handout # 17 Checklist for PLAAFP
- ___ Handout # 18 Form A
- ___ Handout # 19 Form B
- ___ Handout # 20 IEP Amendment Form
- ___ Handout # 21 Transfer of Rights Letter
- ___ Handout # 22 Form D
- ___ Handout # 23 Form E
- ___ Handout # 24 Form C
- ___ Handout # 25 Independent Living Goal Worksheet
- ___ Handout # 26 Quick Draw Activity
- ___ Handout # 27 IEP Goals Fidelity Checklist
- ___ Handout # 28 SMART IEP Goal Template
- ___ Handout # 29 Form F
- ___ Handout # 30 Tweet Sheet
- ___ Handout # 31 IEP Implementation Fidelity Checklist
- ___ Practice Profile
- ___ Table Copy Adverse Effect Statements

DATE:

Dear Participant,

Thank you for registering for the upcoming Developing Quality IEPs training on <insert date> from <insert start time – end time>. The training will be held at <insert location>.

<Insert information regarding parking and lunch, as well as any other standard information for your region.>

In order to get the most out of this training, you are asked to complete two tasks prior to training.

1. Bring a copy of a current student IEP with you to the training. This copy should have all personally identifiable information redacted (blacked out), in order to protect the privacy of the student.
2. Read and think about the following article:
https://www4.esc13.net/uploads/low_incidence/docs/BTH2014/Handouts/Miller_June27AM.pdf

If you have any questions prior to the training, please do not hesitate to contact me at <insert contact information>.

We look forward to seeing you on <insert training date> at <insert start time>.

Consultant signature