

10 Step Guide to the Student-Directed IEP

*What I Need to Do to
Self-Direct my
IEP/Transition
Planning Meeting:
10 Easy Steps*

1. Begin by greeting everyone and stating purpose of the meeting.

“Welcome to my meeting. Today we are going to plan my program for the next year.”

2. Introduce yourself and others.

“My name is _____
and I am a student at _____
_____.”

“I’d like to introduce _____

_____”

OR

“Please introduce yourselves.”

3. Identify your post-school goals.

“When I finish high school, I want to _____

_____.”

“Any comments or questions?”

4. Review how you have been doing in school.

“Things that have worked well for me this year are _____

_____.”

“Things that haven’t worked very well for me are _____

_____.”

5. Request input from other participants in the meeting.

“Does anyone want to comment on how my school program has been going?”

–NOTE TO STUDENT: Ask questions if you don’t understand something that is said.

6. Identify your goals for this year

“This year in school I want to

_____.”

“Any comments or questions?”

7. Identify the supports you need to be successful.

“For me to be successful in school this year, I need _____

_____.”

“Any comments or questions?”

8. Summarize your goals.

“In summary, my future plans are to

_____.”

“For me to make progress toward these goals, I will do these things this year

_____.”

9. Review support needs and finalize program.

“The things that need to be in my program to help me succeed are

”

“Does anyone have anything they want to say about my program?”

–NOTE TO STUDENT: Discuss differences and agree on final program.

10. Conclude meeting.

“Thank you all for coming to my meeting.”

“This year I am going to work hard to accomplish my goals.”

“I appreciate your help.”