

The IEP Team Professional Learning Project

Module 1: Overview

Process Agenda

Section	Content	Resource (Slides and Handouts)	Time
<p>This process agenda provides an overview or outline of the content of this module. Please note that the outline follows the PowerPoint slides but does not duplicate the information from the slides. It is important to review the slides and the notes that go with the slides when planning for delivery of this learning content. Times are estimates. Time and activities need to be adjusted based on the size of the group as well as the actual time allocated for the learning event.</p>			
Introduction (Total 12 minutes; 5 minute cushion for a late start + 7 minutes of content)	Introductory Slide Secretary Arnie Duncan Quote Overview of the Professional Learning Module Series Purposes of Module 1 Expected Participant Outcomes	Slide 1 Slide 2 Slide 3 Slide 4 Slide 5, Handout, p. 1	7 minutes + 5 minutes for late start
Why have an IEP? (Total 17 minutes)	Transition slide: Why Have an IEP? What is Educational Benefit Educational Benefit IEP Development: a roadmap	Slide 6 Slides 7, 8, Handouts, pp. 2-4 Slide 9	5 minutes
	Learning Together Activity: Educational Benefit: What positive outcomes concerning Educational Benefit should families expect? Students expect? Teachers expect?	Slide 10, Handout, p. 5	7 minutes
	IEP Team Process	Slide 11, Handout, p. 6	5 minutes
Why have an IEP Team? (10 minutes)	Transition slide: Why Have an IEP Team? IEP Team Members Rationale for Team Approach	Slide 12 Slides 13, 14, Handout, p. 7 Slide 15	5 minutes
	Learning Together Activity: IEP Team Roles: Think, Do, Share	Slide 16, Handout, p. 8	5 minutes
Why have an IEP Meeting? (Total 16 minutes)	Introductory Slide: Why Have an IEP Meeting? Process-Product = Ultimate Outcomes graphic IEP Team Conversation <ul style="list-style-type: none"> • Act 833 	Slide 17 Slide 18 Slides 19-20	6 minutes

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	Qualities of an IEP	Slide 21	
	Learning Together Activity: IEP as a Living Document	Slide 22, Handout p. 9	5 minutes
	Evidence of the IEP as a living document	Slides 23, 24, Handout, p. 10, 11	5 minutes
How to Prepare for a Meeting (16 minutes)	Transition slide: What do you need to do before the IEP Meeting? IEP Preparation IEP Checklist	Slide 25 Slide 26, Handout, pp. 12-15 Slide 27	8 minutes
	Reflection – What’s in this Process for you? (1 minute to reflect on own; 4 minutes to share with neighbor; 3 minutes for whole group sharing)	Slide 28, Handout p. 17	8 minutes
Closing (3 minute)	IEP Team Process Learning More: Resources	Slide 29 Slide 30, Handout, p. 18	3 minutes
Total Time (74 minutes)			

These four modules were developed by the Human Development Center, LSU Health Sciences Center and the Jefferson Parish Families Helping Families with the financial support of the Louisiana Department of Education. Integral to the development process was input from a stakeholder group representing the perspectives of parents/family members, teachers, school administrators, related service professionals, counselors, and special education supervisors. East Baton Rouge Parish graciously hosted field tests of several of the modules so developers could solicit additional feedback on module content and sequence. Staff of the Louisiana Department of Education generously offered feedback and related material. Input and advice from all these people was vital to the process of module development, however, the Human Development Center, LSUHSC, is solely responsible for the final product. No endorsement from any entity or their representatives is intended or implied.