

# Peabody Public School District

## Preparing for IEP Meetings: Tips for Parents

### *Know what to expect...*

- Individualized Education Program (IEP) meetings in PPS follow guidelines and utilize forms required by the Massachusetts Department of Elementary and Secondary Education. Initial, Reevaluation, and Additional Testing Meetings are facilitated by a chairperson ([Click this link to find your Team Chairperson](#)) who follows an established agenda to ensure that all components of IEP development are addressed.

A typical meeting agenda is as follows:

- Review of parent and student concerns
  - Review of assessments conducted by the IEP team.
  - Discussion of student's current performance and/or progress towards IEP goals
  - Determination of Eligibility (Initial and Reevaluation Meetings)
    - This is determined by the [flowchart](#), which asks the IEP team specific questions.
    - Answering these questions leads the IEP team to determine eligibility.
  - If Found Eligible for Services:
    - Discussion of necessary services and goals
    - Discussion of MCAS, Transition Plans (For Age 14+), transportation, ESY
  - Discussion of student vision.
- Please always feel free to ask questions throughout the meeting. We want you to be comfortable with all of the information we provide you during the meeting. If you have questions after your meeting has concluded, please feel free to reach out to your team chairperson by phone or email. They are always willing to assist you with any questions or concerns.

### *Preparing your contributions for the meeting...*

#### Initial Eligibility Meetings:

- Copies of your child's evaluation reports are available for you to pick up (or by email) two days before the Team meeting. You are encouraged to read the reports prior to the meeting and to highlight sections that require more clarification. You are also encouraged to write down any questions ([see examples here](#)) that you may have regarding the reports so that the assessors can clarify information for you. Please share your questions with the Team during the meeting.

- Prepare your current concerns for your child. Make note of the strengths and struggles that you have noticed and bring them to the meeting. You are welcome to create a Parent Concern Statement prior to the meeting and email it to your team chairperson. We are happy to put it into the Parent Concerns section of the IEP for you.
- Prepare your vision for your student. What would you like to see them achieve over the next year to 3 years? It is important to share with the team whether your child is found eligible for services or not.

### *During the Meeting....*

- Share your insight regarding your child's interests, strengths, challenges, and study habits. Mention anything that your child has shared with you regarding their education. This information is important for all team members to have a full understanding of the information before them.
- Teachers will discuss progress in relation to the student's current classroom performance.
- Evaluators will discuss your child's performance on assessments administered as part of the IEP testing. Please ask questions([see examples here](#)) ....the IEP team wants families to be comfortable and have a firm understanding of what the assessments are saying.
- Always feel free to ask questions at any point throughout the IEP meeting. We want you to be comfortable with any and all information we provide.
- If questions arise after the meeting, please feel free to reach out to the team chairperson. They are happy to help you.

### Three-Year Re-evaluations/Additional Testing

- Copies of your child's evaluation reports are available for you to pick up (or by email) two days before the Team meeting. You are encouraged to read the reports prior to the meeting and to highlight sections that require more clarification. Share your questions with the Team during the meeting.
- Prepare your current concerns for your child. Make note of the strengths and struggles that you have noticed and bring them to the meeting. You are welcome to create a Parent Concern Statement prior to the meeting and email it to your team chairperson. We are happy to put it into the Parent Concerns section of the IEP for you.

### *During the Meeting....*

- Share your insight regarding your child's interests, strengths, challenges, and study habits.
- Teachers will discuss progress relative to the student's current performance levels in areas addressed by the IEP, as well as classroom performance.
- Evaluators will discuss your child's performance on assessments administered as part of the IEP process, including initial, reevaluation, or additional testing.
- Always feel free to ask questions ([see examples here](#)) at any point during the IEP meeting. We want you to be comfortable with any and all information we provide.
- If questions arise after the meeting, please feel free to reach out to the team chairperson. They are happy to help you.

### Annual IEP Meetings (held by your child's liaison, who is their special education teacher or specialist):

- Talk to your child about their IEP before the meeting. Your questions may include the following:
  - *For younger children:*
    - *What is going well at school?*
    - *What is most challenging?*
  - *For older children/adolescents:*
    - *Are there specific concerns about school and learning?*
    - *Have IEP goals been met?*
    - *Are some accommodations (e.g., extended time, repetition of directions) or services no longer necessary?*
    - *Are some accommodations (e.g., extended time, repetition, or directions) utilized by your child? Are there others that may be of assistance?*
- If your child will turn 14 or older during the upcoming IEP period, they will be invited to the Team meeting. Ask your child about their interest in attending part or all of the meeting and contributing to the development of goals for the upcoming year.
- Review last year's IEP. Do you have questions ([see examples here](#)) regarding goal areas or progress? Write down any concerns and bring them to the meeting or email them to your liaison so that they can be added to the Parent Concerns Statement of the IEP.
- Think about your vision for your child. Has it changed from the previous year's IEP? Are there things you would like to add or amend from your previous

statement?

- If questions arise during or after your IEP meeting....ask. We want you to be comfortable with all of the information presented, and we are happy to answer any questions that you may have at any time.

If at any time you have questions or concerns and are unsure who to ask, please feel free to contact the Administrator of Special Education, Dr. Shannon Crompton, at 978-536-6088. She will be happy to answer any questions, address any concerns, or refer you to the appropriate staff member to discuss your child.

Thank you for being an active participant in your child's education.

### *Definitions:*

*Administrator of Special Education:* The Administrator for the Peabody Special Education Department is Dr. Crompton. This administrator ensures compliance with federal and state special education laws, supervises staff, supports and oversees Team Chairpersons and service providers, monitors IEP implementation within the district, oversees implementation evaluations and placement procedures and protocols, manages dispute resolution, and ensures that students receive a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE).

She is willing to assist you with any questions or concerns that you may have. Please feel free to contact her at 978-536-6088 or [cromptons@peabody.k12.ma.us](mailto:cromptons@peabody.k12.ma.us)

*Annual IEP Meeting:* An IEP meeting, held annually, to update your child's IEP vision, goals, and concerns in order to continue to provide the necessary services for your child.

*Liaison:* The special education teacher or specialist who provides special education services to your child through the IEP. Your liaison serves as the point of contact between families and school staff to support your child's educational needs. The liaison will schedule and hold your annual IEP meeting as well as any progress meetings you or the school calls.

Examples:

- Your child is in a substantially separate classroom, such as ASCEND or MILESTONES. Your Liaison would be their classroom teacher.
- Your child receives walk-in speech services at age 4. Your liaison would be your speech therapist.
- Your child attends the Welch School and is in 2nd grade. They receive special education services from a special education teacher. The teacher providing those services is the student's liaison.

*\*If, for any reason, you are unsure of who your child's liaison is, please contact your team chairperson here and ask. They will provide you with any information you require and put you in contact with the correct person.*

**Progress Meeting:** A meeting called by the family or school to address concerns related to the child's IEP and services. This could include a child meeting their goal earlier than the annual IEP or concerns regarding a lack of progress.

**Reevaluation:** A reevaluation meeting is held at least every 3 years to reassess the student in the appropriate areas. At each reevaluation meeting, eligibility is determined, and if necessary, an IEP is written using the new testing information.

**Team Chairperson:** The Team Chairperson ensures compliance with timelines and legal requirements, schedules initial, reevaluation, and additional testing meetings, gathers required evaluations and documentation, finalizes all IEP paperwork, facilitates discussion among team members, and ensures parent participation in the decision-making process.

Your administrative contact for your school. Find the list of Team Chairpeople [here](#).