

# Glenn County SELPA The Self-Directed IEP Meeting Step by Step



What I Need to do to Self-Direct  
My IEP/Transition Planning Meeting

## Getting Started

### 1. Begin By Greeting Everyone and Stating the 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 \_\_\_\_\_ in \_\_\_\_\_ grade.*

*I'd like to introduce \_\_\_\_\_ (names of the people at the meeting)*

*Or*

*“Please introduce yourselves, starting with \_\_\_\_\_”*

### 3. Review how you have Been Doing In School.

*“Things that have worked well for me this year*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.”

*“Things that haven't worked very well for me are*

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4. Share data from your goals and objectives, transition services activities, class work, class credit, attendance or other useful information.

*“I have a \_\_\_\_\_ (chart, picture, paper) that shows how or what I have been doing.”*

5. Participate in discussions

6. Ask questions

7. Answer questions

8. Request Input From Other Participants in the Meeting.

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

Note To Student: Ask questions if you don't understand something that is said.

9. Identify Your Post School Goals

*“When I finish high school, I want to*

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*“Any comments or questions”*

10. Identify Your Goals for This Year

*“This year in school and transition activities I want to*

\_\_\_\_\_.”

*“Any comments or questions?”*

11. Identify the Supports You Need to be Successful

*“For me to be successful in school and transition planning this year I need to*

\_\_\_\_\_.”

*“Any comments or questions?”*

12. 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*

\_\_\_\_\_.”

13. Review Support Needs and Finalize Program.

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

\_\_\_\_\_.”

Note To Student: Discuss differences and agree on final program.

14. Conclude Meeting

*“Thank you all coming to my meeting.”*

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

*“I appreciate your help.”*

### ***Self-Rating Level of Involvement***

#### **Attended**

- Physically present
- Limited Eye Contact
- Limited responses to questions and/or discussion
- Did not volunteer information

#### **Actively Participated**

- Shared the purpose of the meeting
- Introduced Myself
- Introduced others or asked them to introduce themselves
- Shared how you are doing in school
- Asked others to share about your program

#### **Led My IEP**

- Attended
- All items listed under actively participated
- Participate in discussions
- Asked questions
- Answered questions
- Identify Your Post School Goals
- Identify Your Goals For This Year
- Identify the Supports you need to be Successful
- Summarize Your Goals
- Review Support Needs
- Finalize Program
- Thank everyone for coming
- Let them know you appreciate their help