

## EC Teacher Tasks to Prepare for School Level Team Meeting

Prepare list of students to be presented at team meeting no later than one month in advance.
Establish meeting times for individual students within the timeframe allotted for the school at the school level meeting, taking into consideration the annual review dates of the IEPs (See Priority Matrix).
Notify core team members of students scheduled for presentation to the School Level Team.
Prepare written invitations (not an “IEP Invitation to Conference”) to the planning meeting for students and their parent(s)/guardian no later than one month in advance. Include information about the School Level Team process (see school rep for templates).
Obtain a “ <i>Release of Information</i> ” form* from parent/guardian or student if over 18 years of age to share information with core team members.
Obtain “ <i>Permission to Invite Agencies</i> ” form* from parent/guardian or student if over 18 to invite student specific team members. Be sure to obtain parent and student input on team composition.
Make necessary transportation and daycare arrangements for students and their parent(s)/guardian in order to ensure their attendance at the meeting.
Schedule school-specific team members (not already on the team) of the students scheduled for presentation to the School Level Team.
Review purpose of and format for meeting with students.
Obtain input from students regarding agenda items.
Update Student Dream Sheet* (or other student input document/informal transition planning survey) annually.
Clarify expectations for student involvement in meeting and provided student with training and an opportunity to practice for his or her meeting. (e.g., viewing videotapes, role-playing, scripting, PowerPoint presentations, Web-based tools*).
Provide parents with an opportunity to ask questions regarding the process, give input regarding their child’s future goals (e.g., Parent Transition Survey, Parent Interview, etc.), and suggest agenda items.
Finalize agendas for each student meeting.
Ensure that student educational records are available at the meeting for reference as needed

\*See School Representative for templates for these forms