

Tips of Documenting Team Meetings

If it wasn't written, it was never said!

Proper documentation ensures that if, by chance, a teacher forgets, or the teacher or administrator move away from the district, everything that future team members need to know is memorialized in records.

Tips ...

- ✓ ***Update PLEPs annually*** ... did you ever look at a student's "present level of academic performance" over the past few years. Surprisingly, they often look the same. Parents can use the fact that "outdated" PLEPs on an IEP may be evidence that their child is being denied FAPE.
- ✓ ***Don't name specific classrooms, teachers or buildings*** ... Although allowable on IEPs, it is not advisable. Changes in staff happens - placements are not "classrooms" or "buildings."
- ✓ ***Do not include parent's verbatim statements*** ... It is possible that, if interpreted as a school proposal, the school may be responsible for the provision of the parental request. Rephrase the parent statement ("*The parent feels that ...*").
- ✓ ***Capture major discussion points in the meeting minutes*** ... Despite the fact that there is no requirement to keep IEP meeting notes, they will provide helpful documentation in the event of conflict. Make sure that no "editorial comments" appear in the minutes.
- ✓ ***Only include important details*** ... it is unnecessary to record everyone's comments. Only capture the major points and discussions of the meeting.

