

## Education Meeting Summary

Student Name:	Date:
Attending School:	Grade:
<input type="checkbox"/> Procedural Safeguards summarized and given to parents in an understandable language. Reviewed according to schedule (at least annually for IDEA) as long as the student is eligible for IDEA.	
If other than English, document language in which Procedural Safeguards were provided:	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Procedural Safeguards review not needed, review documented on (meeting date): <i>(Must be documented at least once a year for IDEA eligible students.)</i>	
Meeting Participants and Titles/Roles:	
<input type="checkbox"/> Interpreter present for translation to parent's native language (interpreter's name):	
<b>Meeting Minutes</b>	
<b>Supplementary Meeting Information</b>	
<b>Actions Proposed by the School Team:</b>	<b>Action Proposed by Parent, Guardian, Outside Agency or Report/Written Record from Outside Agency/Source:</b>

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**Proposed actions adopted by the IEP team and a brief explanation of how they were addressed and documented.**

**Proposed actions not adopted by the IEP team during the meeting. These proposed actions will be addressed following further consideration. The school team will follow up on these requests via IEP team meeting, addendum, or in a written response.**

Note to LEA designee and school team: All items documented in this section need to be followed up upon by reconvening an IEP meeting or providing the parent/guardian with prior written notice of refusal of proposed action.

### Meeting Participant Signatures (optional)

Parent received copy of (as appropriate):  IEP (and Transition Plan)  504 Plan  Evaluation Summary/Eligibility  
 Re-Eval. Data Review  Initial/Change of Placement  Meeting Summary  Other:

Copies of forms provided in language other than English:  Not Applicable  Yes  No, information translated by interpreter at the meeting.

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