

## Cluster 4 Collaborative IEP Meetings

Complete this form after Tuesdays/Thursday meetings to keep a running record of collaborative conversations surrounding your students.

\* Required

1. **Email address** \*

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2. **Date:**

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3. **Which meeting is this?** \*

*Mark only one oval.*

Tuesday    *Skip to question 3.*

Thursday    *Skip to question 8.*

### Tuesday Collaborative Assessment Conference for the IEP

Running record of Cluster 4 academic meetings where teachers:

1. Look at formal assessment results to determine academic strengths, challenges and needs.
2. Look at informal assessment (student work) to determine academic strengths, challenges and needs.
3. Assess academic management needs based on formal assessments and student work.
4. Determine annual goals based on student needs.
5. Assess quality of these sections based on D75 rubric.

4. **Focus students:** \*

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5. **Summarize your analysis of student work for each student. Include your findings related to literacy, numeracy and instructional needs.** \*

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**6. What supports will your cluster need to put in place (or continue) based on your analysis of assessments today? \***

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**7. Do you have any IEP related questions for Dr. Fitz or administration? \***

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**8. Is there any support, in or out-of-house that members of your cluster would like in order to implement instructional supports for students or stronger IEPs? \***

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*Stop filling out this form.*

### **Thursday**

Running record of Cluster 4 social-emotional and final review meetings where teachers:

1. Look at social-emotional components of the IEP to give input.
2. Collaborate to complete transition needs portion of the postsecondary goals section and coordinated set of transition needs section.
3. Assess quality of the entire IEP based on D75 rubric.
4. Determine focus students for the following week.

**9. Focus students: \***

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**10. For each student, what supports will your cluster need to put in place to meet the social-emotional management needs and transitions needs for that student? \***

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**11. How does this IEP score on the D75 PLOP rubric? What is your evidence for those ratings? If it is not receiving 4s, what can be done to improve the IEP?**

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**12. Do you have any IEP related questions for Dr. Fitz or administration? \***

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**13. Who are your focus students for the following week? \***

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*Stop filling out this form.*

**Thank you!**

