# Team Preparation Checklist

**BEFORE**

making decisions about IEP services, are all team members prepared?

Directions:

1. List the initials of team members in the spaces provided
2. Check or date each space to indicate that the team member has the needed information **before** participating in making decisions about IEP services.

<table>
<thead>
<tr>
<th>Initial of Team Members</th>
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## Background and Legal Context

- Definitions and Related Information about:
  - Special Education
  - Related Services
  - The *Rowley* and *Tatro* Decisions
- Parental Involvement
- Regular Education and Teacher Involvement
- The IEP Team

## Team Practices

- Learn About Team Members
- Acknowledge Varying Decision-Making Values
- Develop a Shared Framework
- Clarify the Process
- Seek Consensus and Clarify Procedures if Consensus is Not Achieved

## Learn About the Student

- Student Characteristics
- Educational Program Components
- IEP Goals and Objectives
- General Education Curriculum
- General Supports

## Learn About the Context

- Learn About Existing Options
- Location