



Meeting Minutes

Student's Name: _____ Date: _____

School: _____ Grade: _____

Teacher: _____ Procedural Safeguards: YES or NO

Purpose of Meeting:

Attendees:

During the meeting the following items were discussed:

1. _____
2. _____
3. _____

Staff Responsibilities:

1. _____
2. _____
3. _____

SPED Administrator/Designee: _____