



## 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: \_\_\_\_\_