

Special Education Meeting Record

(Hot Sheet)
CF/D-11 New 1/17
(Optional)

This form will be used to document meetings with special education. Records of meetings held will include the following types of meetings:

- Individualized Education Program (IEP) Meeting
- Individualized Family Service Plan (IFSP) Meeting
- Meeting with Special Education agency

1. Indicate the appropriate service option(s).
2. Enter the location of meeting, name of person completing form and date.
3. Enter the purpose of the meeting.
4. Briefly summarize the content of the meeting.
5. Specify any follow-up plans (i.e., “Check with FSW regarding resources for family needs”; “Head Start will obtain a copy of the IEP or IFSP ”; Special Education service delivery, “Speech & Language Pathologist(SLP) will provide speech services in classroom”, “Review IEP goals to develop Head Start School Readiness goal” etc.).
6. Use separate sign in sheet when holding a meeting with special education agency.
7. Make copies of meeting record for relevant staff.