



## IEP Observation Record

**1. Your Name**

**2. Teacher Name**

**3. Date of IEP Observation**

**4. Intern/Induction Type**

- First Year Intern
- Second Year Intern
- First Year Induction
- Second Year Induction
- Bridge Program

**5. What type of IEP did you observe?**

- 30 Day Interim
- Initial IEP
- Annual IEP
- Addendum IEP
- Triennial IEP
- Other (please specify)

**6. Pre-Meeting Question: What challenges/strengths do you want to address in this meeting? [Please consult this checklist as a guide.](#)**

**7. Pre-Meeting Question: Describe the focus for your observation. What, in particular, would your mentee like you to observe?**

**8. IEP Observation Question: What are areas to celebrate in the IEP you observed?**

**9. IEP Observation Question: What are areas for growth in the IEP you observed?**

**10. What best practice strategies did you observe during your observation**

- Providing a handout with a meeting agenda
- Utilizing active listening strategies during the IEP to ensure all parties were heard
- Calling parents prior to the meeting to discuss concerns, hopes, fears, and dreams for their child and their child's IEP
- Providing a draft copy of the IEP and or any reports to the parent at least 24 hours prior the meeting
- Meeting with the student prior to the IEP meeting to co-design goals and supports and to discuss hopes and fears
- Providing all documents in the family's home language
- Providing a translator when applicable
- Meeting with teachers to discuss accommodations, modifications, and co-designing goals-prior to the meeting
- Beginning the IEP with celebrations of the student and the student's achievements- had teachers and coaches share work samples that celebrated the student
- Maintained strong leadership presence- kept the meeting timely, focused and on track
- Spoke clearly, strongly, and concisely
- Involved the student in sharing goals, accommodations and modifications
- Other (please specify):

**11. Debrief Meeting Question: What strengths did you discuss?**

**12. Debrief Meeting Question: What areas for growth did you discuss?**

**13. In what ways do you need support as a mentor?**