How to prepare for the Summary meeting:

- ☐ Confirm date with parents at least a week prior to the due date
- ☐ Make sure the date will work for the Assessment Team Facilitator
- ☐ Email teachers and administrator to make sure meeting date will work for them
- ☐ Send Meeting Notice to the Parents and Student (If 16 or older)
- ☐ If Assessment Team Facilitator will come, they will bring the completed IWAR and copies; if no facilitator then make copies of IWAR for meeting
- ☐ Send reminder email to staff/administration day of meeting

At the Summary meeting:

- ☐ Listen and take notes on the assessment information that is being presented
- ☐ Ask questions if necessary
- ☐ Be sure to have team members sign the IWAR signature page

After the Summary meeting:

- ☐ Assessment Team Facilitator will add the necessary info to the IWAR or make changes if necessary. (Update IWAR yourself if no facilitator was needed)
- ☐ Assessment Team Facilitator will email you when the IWAR is completed and you can finalize it (if one was involved)
- ☐ You may need to make changes to the IEP if new information or recommendations are made for the students education plan
- ☐ Send copy of Consent form, PWN of action and IWAR with signature page to parents (both parents must receive a copy if they are not living together)
- ☐ File a paper copy of meeting notice, PWN of action, Consent form, and IWAR with signature page in Special Ed cum file
- ☐ Upload signature page from IWAR and the signed consent form into Tienet.