



## **IEP Toolbox**

### **Effective IEP Teams**

- Clear goals and process that everyone understands
- Individuals feel included, respected and valued
- Responsibility and accountability for each team member
- Shared responsibility for conducting the various parts of the meeting
  - Initiate discussion
  - Encouraging
  - Summarizing
  - Gaining consensus

*Consensus provides the opportunity for all team members to influence the decision.*