**IEP Meeting Follow-Up Activities: Develop a Post-IEP Meeting “To Do” List**

**Directions:** After an IEP meeting, complete the chart below to include the following:

* Identify the follow-up task(s).
* Determine the team member responsible.
* State the completion date.
* Add any additional notes for context.

**Examples of Post-IEP Meeting Tasks:**

* The special education teacher will follow up with Mrs. Smith about training Student K in the new strategy.
* Mrs. Smith will meet with Student K’s supervisors to coordinate training in the new strategy that will be implemented when Student K is working at Publix.
* Mrs. Jones will also start using this strategy at home to reinforce.

| **Follow-Up Task** | **Team Member Responsible** | **Completion Date** | **Additional Notes** |
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