

Sample - IEP Meeting Action Plan

IEP Item	Description	Person Responsible	Start Date	Review Date
Reading Intervention	Archer still struggles with letter-sound correspondence and using phonics. He needs a multi-sensory reading intervention.	Ms. Robert	April 20, 2022	May 20, 2022
OT support	Flexible seating options – lower desk, use wobble stool, allow to stand while working.	Mr. Smith	April 25, 2022	May 20, 2022
Assistive Tech Trial	To aid concerns around the speed of work production, Archer will complete an AT trial to use a word processor for academic tasks.	Ms. Spell (lead of AT Team)	April 25, 2022	May 20, 2022

IEP Meeting Task List

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