

## Manifestation Meeting Agenda



### Introductions & Roles

- Note taker, IEP writer
- Mandatory members for decision-making by consensus
- District Representative
- Time frame of meeting:
- Ground rules: No interruptions, one person speaks at a time, use constructive comments, turn off cell phones or put on vibrate.
- Notice of procedural safeguards given to parent.



Signature of participants except parents who sign at end of meeting.



Purpose of meeting: To determine whether or not the alleged behavior is a manifestation of NAME'S disability.



Description of **specific behavior** and events that resulted in disciplinary action

### Review of Relevant Information:

- Date, Student Name, School, Certification, Student Number, Birth date, and Grade
- Description of sources of information reviewed to make determination:
  - Evaluation and diagnostic results
  - Student's IEP and placement history
  - Summary of Student's cumulative file records
  - Summary of Student's discipline file records
  - Observations of Student-Teacher reports
  - Any relevant information supplied by the Student's parent(s)



Deliberations of the IEP Team (Deliberation **WILL** be reflected in discussion notes)

- After reviewing all relevant information, all members of the team will answer two questions:
  - The conduct in question (was or was not) caused by, or had a direct and substantial relationship to the Student's disability
  - The conduct in question (was or was not) the direct result of the school district's failure to implement the Student's IEP.



Conclusion of the IEP Team

- The behavior (is or is not) a manifestation of the Student's disability.



Recommendations of the team



Signature of Parent(s) indicating agreement/disagreement



Adjournment