

Quick IEP Review (Sample)

2-3 page summary | AI
scan + expert check

Student (example): A.J. | Grade: 3 | IEP Date: 04/15/2026 | Reviewer: Dr. Jones

What This Includes

- Rapid scan of the IEP and latest progress data to flag key strengths and risk areas.
- Top 5 improvement recommendations with parent-friendly language to request adjustments.
- One sample measurable goal and a short action plan for the next meeting.

PLAAFP Snapshot (condensed)

Academics: Reading fluency 90 wcpm on grade-level passages; accuracy 93 percent. Math facts 28 correct in 3 minutes.

Communication: Uses complete sentences; difficulties retelling multi-step information without cues.

Behavior/SEL: Occasional dysregulation during transitions; responds to visual timer and preview of next task.

Accommodations in Use: Repeated directions, chunked tasks, reduced distractions, movement breaks.

Concerns

- Two goals lack measurable criteria and have no data collection method specified.
- Progress reports summarize performance but provide limited numeric trend data.
- Service minutes for reading support are listed differently on two pages.

Top Recommendations (prioritized)

- Rewrite goals with baseline, method, schedule, and criterion (see example below).
- Specify progress monitoring tools (CBM weekly) and reporting interval (every 4 weeks).
- Confirm frequency, duration, provider, and location for reading and math services.
- Add a 9-week checkpoint to review data and adjust supports if growth stalls.
- Document agreements and timelines after the meeting in a parent email.

Sample Measurable Goal

Given grade-level passages, A.J. will read 110 wcpm with 95 percent accuracy in 3 of 4 weekly CBM probes by May 2026.

Action Plan (next meeting)

Ask 1	Confirm the reading goal with baseline, method, schedule, criterion.
Ask 2	Set weekly CBM probes and share a short numeric note every 4 weeks.
Ask 3	Clarify service minutes, provider, and location; ensure consistency across pages.

Meeting Prompts

- Can we review progress against each goal's criterion and method?
- If data fall below the aim line for 3 weeks, which change will we try first and when will we check again?
- Who provides each service, where is it delivered, and how are minutes tracked?

Watch List (next 9 weeks)

- Reading trend below aim line for 3-4 points in a row.
- Progress notes without numbers or missing for more than 4 weeks.
- Repeated missed minutes without a make-up plan.

This sample illustrates the Quick format. Real plans are individualized and may differ.