



Welcome to Creating Collaborative Standards-Based IEPs.

This is an online training for IEP team members. It is based on a handbook and training developed by the Partnership for People with Disabilities at VCU.

The original "Creating Collaborative IEPs: A Handbook" was developed in 1998

by a team of parents and professionals from Virginia.

with funding from the Virginia Board for People with Disabilities.

A companion training to the handbook was developed as a result of the continuing work of the members of this team, supported by the Partnership for People with Disabilities.

The original materials, "Creating Collaborative IEPs: A Handbook" has been updated to reflect changes to the law based on IDEA 2004. The Handbook is available under "Products" at <http://www.vcu.edu/partnership/>.

Our belief in developing these materials is that (1) working collaboratively to support the participation of all IEP team members, especially students and family members, and (2) using a process for developing IEPs tied to Virginia's Standards of Learning, will produce IEPs that lead to better student outcomes, improved IEP team functioning and a reduction in conflicts over IEP development and implementation.

## **Creating Collaborative Standards-based IEPs:**

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This training was developed by the  
Partnership for People with Disabilities  
at Virginia Commonwealth University  
under contract with  
the Virginia Department of Education

The Center for Family Involvement at the Partnership for People with Disabilities at Virginia Commonwealth University developed these training modules in collaboration with the VCU Training and Technical Assistance Center (TTAC).

The development of the training modules and the associated training materials was funded by the Virginia Department of Education. Training content was piloted at two school divisions in Superintendents Region One (Powhatan County Public School division and Hanover County Public School division) with 8 IEP teams, covering Elementary through High School.

In addition, the training content was adapted and organized into an Introduction and five (5) content sessions in collaboration with Powhatan County Public Schools.



**TRAINING VALUES**

**VALUES**

- Everyone belongs
- Everyone can learn
- Everyone has gifts, strengths and talents
- Everyone's behavior is a way of communicating
- Everyone can make progress in their school's curriculum

This training is based on a set of underlying values. Please think about these values as we share them and keep them in mind throughout the training.

Everyone belongs

Everyone can learn

Everyone has gifts, strengths and talents

Everyone's behavior is a way of communicating

Everyone can make progress in their school's curriculum

 <b>TRAINING CONTENT</b>	
<b>Session</b>	<b>Topic</b>
1	Collaboration
2	Getting Ready for the IEP
3	Developing the PLOP
4	Developing Goals and Specially Designed Instruction
5	Putting It All Together

The training content is divided into five (5) sessions.

The first session covers collaboration, in terms of both understanding the process and learning skills that support team members in their efforts to work together. The skills discussed in this session will be the basis for the work addressed in each of the following sessions.

Session two (2) focuses on preparing for the IEP meeting. During this session, resources that can be used by all IEP team members to gather information and preplan are shared.

The Present Level of Academic Achievement and Functional Performance, also known as the PLOP, is discussed in session three (3). Since all goals are based on needs identified in the PLOP, developing a balanced description of a student's strengths, needs and performance results is central to a sound IEP.

Session four (4) is devoted to the development of goals and specially designed instruction that support student access to Virginia's Standards of Learning (SOLs).

In session five (5) we look at putting all of the components of the IEP together, checking to see that the process is collaborative, goals are based on needs identified in the PLOP and grade level Standards, and that the IEP is designed to help the student move toward outcomes that he or she has identified as important.



The training format is standard throughout these five (5) training sessions.

Each session is introduced by a story which is a description of the IEP process from the point of view of one of the team members (student, parent, special education teacher, general education teacher, administrator). We have called this section *The Way Things Are*.

This is followed by *Points to Ponder*, an activity addressing IEP process you now use in which you are asked to consider the strengths and areas of need in your current practices.

*The Main Idea* helps you to focus on what we consider the most important points to be taken away from each of the sections.

Finally, each session ends with a *Lesson from Nature*, a tale or fable that we have included to emphasize the important ideas in each section.



## TRAINING MATERIALS

### YOU WILL NEED:

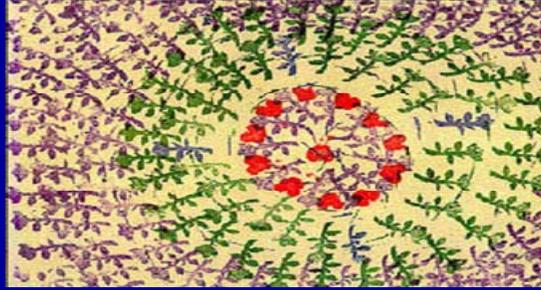
- A computer with PowerPoint software.
- Introduction and Session One through Session Five Training notes, slides and activities found on-line. (You may want to print out activities sheets prior to the start of each session.)
- *It's About Me! A Step-by-Step Guide for Creating My IEP* – this booklet should be obtained to use along with the training materials. [www.vcu.edu/partnership](http://www.vcu.edu/partnership)

All training slides, notes and activities for this training are provided on-line in a folder for each session, entitled **Session “#” for Creating Collaborative IEPs**. Within each session folder is a folder labeled **Session Handouts**, which contains readings and activity sheets; and another folder labeled **Session PowerPoint Presentation**, where you will find the PowerPoint slides and note pages.

During each of the sessions, you will be referred to activities that require handouts. You will be cued to look for an accompanying handout when you see the following symbol: . The handouts can be found in the file for the session in the folder entitled **Session # Handouts**. For ease of working with this online training, it is suggested that you download the handouts for the session on which you are working and either save them to your desktop or print all of them before you actually begin the session.

In order to complete the training, you also will need a copy of *It's About Me! A Step-by-Step Guide for Creating My IEP*. This booklet is a companion for the training. Many of the activities in Session Two through Session Five will refer to information and forms found in the *It's About Me!* booklet.

You may obtain this booklet from your school division's Director of Special Education, from the Virginia Department of Education or at [www.vcu.edu/partnership](http://www.vcu.edu/partnership) under “Resources” → “Products” → “Family” (If supplies are limited, there may be a small fee for the booklet.)



*“Since all creation is a whole, separateness is an illusion.  
Like it or not, we are all team players”*

*John Heider*

“Rosenblum”, a work of art by a student with a disability, Matt Thompson.