

**AT IEP/504  
MEETINGS SERVICE  
COORDINATORS  
CAN:**

**BE INVOLVED FROM START  
TO FINISH**

**HELP PLAN AND PREPARE  
FOR THE MEETING**

**HELP TO IDENTIFY CONCERNS  
AND GOALS**

**ATTEND THE MEETING WITH  
EDUCATION RIGHTS HOLDER  
(ERH)**

**MAKE SUGGESTIONS AND ASK  
QUESTIONS**

**TAKE NOTES**

**SUGGEST A BREAK SHOULD  
THINGS GET TENSE**

**REMINDE ERH OF THEIR  
RIGHTS UNDER IDEA**

**OFFER CREATIVE SOLUTIONS**

**PROVIDE GUIDANCE WITH  
TRANSITION PLANNING**

**HELP TO IDENTIFY COMMUNITY  
RESOURCES**

**REMINDE ERH OF AREAS THEY  
MAY FORGET TO ADDRESS**

**PLEASE INVITE US TO THE IEP/504 MEETINGS!**