

Individual Education Plan (IEP): Annotated sample

Template Designed for electronic use

Individual Education Plan (IEP)

Child's information

Family name	Given name	Date of birth	Days attending kindergarten	Kindergarten start date
Smith	John	3/1/2010	Mon, Tues and all Wed	31/05/2013

Service information

Name of service	Browns Road Kindergarten
Address	3-4 Browns Road, Brisbane
Phone	07 3842 0978
Email address	admin@brownsroadkindy.com
IEP prepared by	Mary Harrison
Director/Teacher signature	Date 5/03/2013

Medical and support information for child

Diagnosis or disability	Down syndrome Intellectual impairment
Medical notes	John is unsteady when walking John has medication daily for epilepsy
Support staff/agencies	Occupational Therapist — Lana Jones, Disability Services Queensland, Inclusion Support
Attendance at Early Childhood Development Program (ECDP)	Days and times Fridays 9:00–2:30pm ECDP contact details Sarah Green — Wynnum ECDP

Contributors to IEP

Name	Agency/Relation to child	Contact number	Signature
Kay Smith	Mother		
Brad Smith	Father		
Lana Jones	Occupational Therapist		
Mary Harrison	Kindergarten teacher		
Michelle Black	Kindergarten assistant		
Sarah Green	ECDP teacher		

John Smith's Individual Education Plan

Page 1 of 3

Include the child's full details.

Specify service details, including the name of the teacher or person preparing this IEP.

Gather information including:

- diagnosis and any relevant medical notes
- other support, including health professionals and educational agencies.

Gather information from:

- parents/carers
- all involved professionals.

ECDP staff can assist kindergarten teachers to write the IEP.

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Table of Contents Personal Education Plan Templates

1. Understanding the eBook Personal Education Plan Templates
 - The Rise of Digital Reading Personal Education Plan Templates
 - Advantages of eBooks Over Traditional Books
2. Identifying Personal Education Plan Templates
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Personal Education Plan Templates
 - User-Friendly Interface
4. Exploring eBook Recommendations from Personal Education Plan Templates
 - Personalized Recommendations
 - Personal Education Plan Templates User Reviews and Ratings
 - Personal Education Plan Templates and Bestseller Lists
5. Accessing Personal Education Plan Templates Free and Paid eBooks
 - Personal Education Plan Templates Public Domain eBooks
 - Personal Education Plan Templates eBook Subscription Services
 - Personal Education Plan Templates Budget-Friendly Options
6. Navigating Personal Education Plan Templates eBook Formats

- ePub, PDF, MOBI, and More
- Personal Education Plan Templates Compatibility with Devices
- Personal Education Plan Templates Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Personal Education Plan Templates
 - Highlighting and Note-Taking Personal Education Plan Templates
 - Interactive Elements Personal Education Plan Templates
- 8. Staying Engaged with Personal Education Plan Templates
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Personal Education Plan Templates
- 9. Balancing eBooks and Physical Books Personal Education Plan Templates
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Personal Education Plan Templates
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Personal Education Plan Templates
 - Setting Reading Goals Personal Education Plan Templates
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Personal Education Plan Templates
 - Fact-Checking eBook Content of Personal Education Plan Templates
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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