

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		

Annotations:

- 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.

John Smith's Individual Education Plan Page 1 of 3

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