

# 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<br>Intellectual impairment                                                  |
| Medical notes                                            | John is unsteady when walking<br>John has medication daily for epilepsy                   |
| Support staff/agencies                                   | Occupational Therapist — Lana Jones,<br>Disability Services Queensland, Inclusion Support |
| Attendance at Early Childhood Development Program (ECDP) | Days and times: Fridays 9:00–2:30pm<br>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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