

IEP Meeting Preparation Checklist

Walk in prepared and confident — what to bring, what to ask, and what to look for.

A Before the Meeting

- ☐ Request a draft copy of the IEP before the meeting
- ☐ Gather records: evaluations, report cards, work samples, prior IEPs
- ☐ Write down your child's strengths, interests, and what motivates them
- ☐ List your top concerns and goals for the year
- ☐ Note any new diagnoses, therapies, or medical changes
- ☐ Prepare your questions in advance (see Section B)
- ☐ Decide who will attend with you (partner, advocate, therapist)

B Questions to Ask the Team

- ☐ What are my child's measurable goals, and how is progress tracked?
- ☐ Which services, and how often and how long for each?
- ☐ What accommodations and modifications will be provided?
- ☐ How will goals be supported across home and school?
- ☐ How and how often will I receive progress updates?
- ☐ What happens if my child is not making progress?
- ☐ How is my child included with non-disabled peers?

REMEMBER You know your child best. Bring their strengths and your hopes into the room — you are an equal, essential member of the team.

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During the meeting, know your rights, and follow through afterward.

C During the Meeting: What to Look For

- ☐ Present levels accurately describe my child today
- ☐ Goals are specific, measurable, and realistic
- ☐ Each service lists frequency, duration, and provider
- ☐ Accommodations are clearly written, not vague
- ☐ A plan exists for behavior support, if needed
- ☐ Generalization across settings is addressed

E After the Meeting

- ☐ Get a full copy of the finalized IEP
- ☐ Calendar the progress-report and review dates
- ☐ Share relevant goals with your child's therapy team
- ☐ Watch for the services to start as written
- ☐ Follow up in writing if anything is unclear or missing

D Know Your Rights

- You are an equal member of the IEP team
- You can request a meeting any time the IEP isn't working
- The school must give prior written notice before changes
- You can bring an advocate or invite people who know your child
- You have the right to procedural safeguards and to disagree

MY NOTES & QUESTIONS
