

IEP Meeting Preparation Checklist

AdvocateNest - advocatenest.polsia.app

2 Weeks Before the Meeting

- Request a copy of your child's current IEP and progress reports
- Request copies of any new evaluations or assessments
- Review your child's current IEP goals - note which ones are working
- Talk to your child about school - what's going well, what's hard
- Collect samples of your child's work to bring to the meeting
- Write down your top 3 concerns for the coming year

1 Week Before the Meeting

- Confirm the meeting date, time, and who will attend
- Request that specific people attend (therapists, specialists)
- Prepare a written statement of your parent concerns (see template)
- List questions you want answered during the meeting
- Arrange for a support person to come with you (advocate, spouse, friend)
- Review your parental rights document (Procedural Safeguards)

Your Questions for the Meeting

Write your specific questions here (bring this to the meeting):

Day of the Meeting

- Bring this checklist and all documents in a folder
- Bring a notebook and pen to take notes
- Bring a recording device (check your state's recording laws first)
- Arrive 5-10 minutes early
- Ask for clarification on anything you don't understand
- Don't sign anything you haven't had time to review

During the Meeting - Key Questions

- How is my child progressing on each current goal?
- What data supports the proposed changes?
- What happens if my child isn't meeting their goals?
- Are there additional services or supports available?
- How will we measure progress on new goals?
- When will I receive progress reports?

After the Meeting

- Review the IEP document you receive - check for accuracy
- Note any changes from what was discussed
- Send a follow-up email summarizing key decisions and action items
- Set calendar reminders for progress report dates
- File all documents in your IEP binder

Your Top 3 Concerns

1.

2.

3.

You are your child's best advocate. This checklist is from AdvocateNest - advocatenest.polsia.app