

IEP Meeting Prep Checklist (for Parents)

Walk in prepared and confident. You are an equal member of the IEP team.

BEFORE THE MEETING

- ☐ Review the current IEP & recent progress reports
- ☐ List your child's strengths & challenges
- ☐ Note your concerns & goals in writing
- ☐ Gather work samples, reports, outside evaluations
- ☐ Ask for draft documents in advance

KNOW YOUR RIGHTS

- ☐ You can request an evaluation in writing
- ☐ You may bring anyone (advocate, friend)
- ☐ You can ask for interpretation/translation
- ☐ You must consent to the plan; you can disagree

AT THE MEETING

- ☐ Ask questions until goals are clear & measurable
- ☐ Confirm services, minutes, and accommodations
- ☐ Discuss placement & the least restrictive environment
- ☐ Ask how progress will be measured & reported

AFTER

- ☐ Get a copy of the signed IEP
- ☐ Calendar the services & check-ins
- ☐ Follow up in writing on anything unresolved