

IEP Meeting Checklist

- Check the IEP notice to determine who will be attending the meeting
- Read a copy of the IEP and goals. Use a highlighter to remember areas that you would like to discuss
- Write a list of questions for the meeting or write questions on post-its
- Label each goal and other important pages with a post-it so you can keep track of important pages quickly
- If you have big questions or concerns about the IEP, email the team prior to the meeting or schedule a pre-meeting with the case manager
- Share any current/relevant evaluations or test results prior to the meeting

Additional ways to prepare:

- Review IEP with any therapist your child sees
- Observe current classroom or next grade level to help understand your child's current or future needs
- Bring informational flyer about your child
- Talk to friends with mainstream children so you understand the overall classroom experience from a parent's perspective and to provide insight to bridge the gap for your child if needed