

IEP Meeting Prep Checklist

Your annual IEP meeting is one of the most important conversations you'll have about your child's education. This checklist helps you prepare before the meeting, stay focused during it, and protect your child's interests after it.

Several Weeks Before the Meeting

- If new testing was done this year, request the evaluation results in writing. Keep a copy of your request. Federal law requires the school to provide reports before the IEP meeting once you ask. [34 CFR 300.613(a)]
 - Ask the school if they can share proposed goals before the meeting, in writing. There is no federal requirement that they do so, and some schools will decline, but it is a reasonable request and worth making early.
 - Pull out your child's current IEP. Review the goals, services, and accommodations. Gather your child's quarterly progress reports. Look for specific data, not vague language like "making progress."
 - Check your child's general education classroom progress reports and any standardized testing results. Are skills carrying over from the special education setting into the classroom?
 - Write your own parent input statement. Do not rely only on the school's form. Be specific and use concrete, observable examples rather than general feelings or impressions.
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A Week Before the Meeting

- Confirm the date, time, and location.
- Notify the school if you are bringing a support person (friend, family member, or advocate).
- Write your questions in advance and bring them with you.
- Decide whether you will sign the IEP at the meeting or take it home to review first. You are not required to sign at the meeting.



At the Meeting

- Bring your written questions and your parent input statement. Ask that the statement be included in the IEP document.
- Take your own notes throughout the meeting.
- Check that every area of need in the present levels section has a corresponding goal. If it does not, ask why.
- Ask for clarification whenever something is unclear. You are allowed to slow the meeting down.
- Remember: you are a required member of this team by federal law. If something does not reflect your child, say so.
- At the meeting, request that a service log be kept and shared with you regularly. Making this request at the meeting puts it on record. If the school agrees, you have a documented commitment. If they decline, that refusal is on record too.

Before you Sign

- Read the IEP carefully. Compare it to what was actually discussed in the meeting.
- Ask to see the meeting notes before you sign. They are attached at the end of the IEP document and are part of the official legal record.
- If the meeting notes are missing something or do not accurately reflect the conversation, ask for corrections before signing.
- Request your own copy of the meeting notes for your file.
- Sign when you are ready. Do not sign under pressure. Services do not begin until you provide written consent.

After the Meeting

- Send a follow-up email to the school within 24 hours. Summarize what was decided, any next steps, timelines discussed, and any concerns that were raised but not resolved.

