

Preparing for an IEP Meeting

A parent checklist to help you walk in organized and confident.

Before the meeting

- ☐ Request a copy of the draft IEP and any reports at least a few days in advance.
- ☐ Read the current IEP: goals, services, minutes, accommodations, and placement.
- ☐ Write down your top three concerns in your own words.
- ☐ Gather work samples, progress reports, report cards, and any private reports.
- ☐ Note what is going well at school and what has changed recently.
- ☐ Confirm the date, time, format (virtual or in person), and who will attend.
- ☐ Ask for an interpreter or an alternate time if you need one.

Questions to bring

- ☐ Is my child making meaningful progress on each goal? What is the data?
- ☐ Are the current services and minutes still the right amount?
- ☐ Which accommodations are actually being used in the classroom?
- ☐ How are behavioral or social needs being supported?
- ☐ What happens next if progress does not improve?

During the meeting

- ☐ Ask for clarification any time a term or acronym is unfamiliar.
- ☐ Take notes, including who said what and any commitments made.
- ☐ Ask that your concerns be recorded in the meeting notes.
- ☐ You may ask for time to review before signing anything.

After the meeting

- ☐ Request the finalized IEP and Prior Written Notice in writing.
- ☐ Summarize your understanding in a short follow-up email.
- ☐ Calendar a check-in date to review progress.
- ☐ Keep everything together in one folder or binder.