

The IEP Meeting Prep Checklist

Everything to do 2–3 weeks out, 1 week out, and the day of your child's IEP meeting.

Page 1: Before the meeting

♥ 2–3 WEEKS OUT

- ☐ Confirm the date, time, location or video link, and who will attend (you can ask for a list)
- ☐ Request a draft IEP and any new evaluation reports a few days early
- ☐ Gather records: current IEP, progress reports, report cards, work samples, outside evaluations and therapy notes
- ☐ Jot notes on what's working and what isn't, at home and at school
- ☐ Decide whether you want someone with you (partner, friend, advocate). Let the school know

♥ 1 WEEK OUT

- ☐ Read the draft. Highlight anything unclear and anything missing
- ☐ Write your **parent concerns** (3–5 bullets, in your own words)
- ☐ Write your **top 3 priorities** for the year
- ☐ Prepare a one-page "About My Child" (strengths, interests, what helps, a photo)
- ☐ Write your questions (see page 2)

Notes

Page 2: Questions to ask

Present levels: "What data is this based on? When was it collected?"

Goals: "How will this be measured? How often will I get progress updates?"

Services: "How many minutes, delivered by whom, and in which setting?"

Accommodations: "Who makes sure these happen in every class?"

Placement / LRE: "How much time with general education peers, and why?"

Behavior / social: "Is there a plan for _____? Who trains staff on it?"

Next steps: "When will I get the final IEP? Who's my main contact?"

♥ MY OWN QUESTIONS

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Page 3: The day of, and after

♥ AT THE MEETING

- ☐ Bring your binder or folder, your concerns, and your questions
- ☐ Ask for introductions and roles
- ☐ Take notes, or bring a note-taker
- ☐ It's OK to say "Can we pause?" or "I'd like time to review before I decide"

♥ AFTER

- ☐ Send a short thank-you email summarizing what was agreed (your written record)
- ☐ Review the final IEP against your notes
- ☐ Put progress-report dates on your calendar and check in after 4–6 weeks

♥ WANT HELP PREPARING?

A SPEDcial Case Educational Services offers 60-minute IEP Prep & Review Sessions (\$95), full IEP Meeting Packages (\$395), and parent workshops. Weeknight appointments by Zoom or in person in the Chicago suburbs. Contact janisa@spedcialcase.com or visit spedcialcase.com.