

IEP MEETING PREP LIST

Using this document prior to your IEP meeting can lead to a more productive meeting.

- If a meeting date was not set at your last meeting, or this is the first meeting of the year. Send an email at the first of the month, to set up a meeting date and time. Ensure you CC' all parties on this email.
- Ask for prior access to relevant copies of any notes or reports that you will be going over at the meeting. Example; raw data sheets, Tech/ATH notes, ABC sheets, Red File etc.
- Provide copies of any current notes you may also have, e-mail them ahead of time and bring paper copies with you.
- Request a copy of the current IEP be provided ahead of the meeting.
- Ask that an informal agenda be created for the meeting, so that everyone is on the same page. You could also provide one ahead of time and ask for further input. This provides that a clear plan and purpose is set for the meeting.
- Who will be in attendance at the meeting (staff), who will you have in attendance (therapists/specialists/partner)? Transparency is best, it ensures sufficient time is given for all to have a plan.
- Request to have a breakdown sent to you before the meeting of the Present Levels of Performance (for each class/teacher).
- Bring supplies with you to take notes at the meeting, always come prepared.

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PARENT/CAREGIVER INSIGHT

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Name: _____

Date: ___/___/___

My students strengths, abilities and talents are: (ex; sports, music, character, social).

My students special interests are: (including what may be used as a motivational tool).

My students specific challenges are: (that interfere with academic/social success).

My students preferred learning style is: (Circle all that apply and describe if necessary).

Visual Verbal Auditory Kinesthetic Logical Independent Group

Strategies and Accommodations that have been used successfully in the past:

Primary goal for the upcoming academic year:

Our fears and concerns are: _____

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STUDENT INSIGHTS

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Name: _____ Date: __/__/____
Grade/Cycle: _____ School: _____

Things I am good at and like to do:

What I like about school:

Things I need help with at school:

Learning is easier for me when my teacher:

Things that help me learn include: (circle all that apply and add missing ones below)

QuietArea Visuals Organizers Prompting Manipulatives Technology

Homework is easier for me when:

The goals and dreams I have for my future are:

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MEETING QUESTIONS – PART 1

Having this document at your IEP meeting can lead to a more productive meeting.

Name: _____

Date: ___/___/___

Grade/Cycle: _____

School: _____

Have you recently accessed the Complimentary Services Department for my child or yourself; if so, what was the outcome?

Have any board services been provided to my child this past month (ex; SLP, Techs, Consultants), when did they visit, what was the outcome?

What pedagogical courses or trainings have you done recently; do you have any insight from those to help in our child's progression?

What are my child's current strengths and weakness, how can we better foster and support these at home?

How is progress being measured/what are the outcomes of the measurables?

Can you provide examples as to how IEP accommodations are currently being implemented day to day?

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MEETING QUESTIONS – PART 2

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Name: _____ Date: ___/___/___
Grade/Cycle: _____ School: _____

What are some signs you are looking for in terms of progress being made?

Who will provide support and what do these supports look like on a daily basis? What will my child's day look like?

When is a good time to have an informal conversation about my child's progress?

Are any of the current accommodations proving unsuccessful, do you have any ideas for something else?

Let's plan for the next IEP meeting, what does your availability look like next month?

Notes:
