

# Parent's Guide:

## PREPARING FOR IEP MEETING



### STEP 1: REVIEW THE CURRENT IEP

- GATHER A COPY OF YOUR CHILD'S MOST RECENT IEP.
- REVIEW THE PRESENT LEVELS OF PERFORMANCE (PLOP) SECTION TO UNDERSTAND YOUR CHILD'S CURRENT ABILITIES.
- HIGHLIGHT ANY AREAS WHERE YOUR CHILD HAS MADE PROGRESS OR NEEDS ADDITIONAL SUPPORT.
- NOTE ANY ACCOMMODATIONS OR SERVICES YOU FEEL ARE WORKING WELL OR MAY NEED ADJUSTMENT.



### STEP 2: GATHER RELEVANT DOCUMENTS

- COLLECT RECENT PROGRESS REPORTS, REPORT CARDS, AND TEACHER FEEDBACK.
- INCLUDE ANY EVALUATIONS OR ASSESSMENTS THAT PROVIDE INSIGHT INTO YOUR CHILD'S NEEDS.
- BRING SAMPLES OF YOUR CHILD'S WORK THAT DEMONSTRATE STRENGTHS OR CHALLENGES.
- KEEP A RECORD OF COMMUNICATION WITH TEACHERS OR SERVICE PROVIDERS.



### STEP 3: IDENTIFY YOUR CONCERNS AND GOALS

- WRITE DOWN YOUR TOP 3 CONCERNS ABOUT YOUR CHILD'S CURRENT PROGRESS OR CHALLENGES.
- LIST ANY GOALS YOU HAVE FOR YOUR CHILD IN THE COMING YEAR (ACADEMIC, SOCIAL, EMOTIONAL, ETC.).
- CONSIDER ANY NEW ACCOMMODATIONS OR SERVICES YOU THINK MIGHT BENEFIT YOUR CHILD.

### STEP 4: PREPARE QUESTIONS FOR THE IEP TEAM

HERE ARE SOME EXAMPLE QUESTIONS TO GUIDE YOUR DISCUSSION:

- HOW IS MY CHILD PROGRESSING TOWARD THEIR IEP GOALS?
- ARE THERE ANY NEW AREAS WHERE MY CHILD MAY NEED ADDITIONAL SUPPORT?
- HOW ARE ACCOMMODATIONS BEING IMPLEMENTED IN THE CLASSROOM?
- ARE THERE ANY CHANGES TO THE CURRICULUM OR SERVICES THAT MAY IMPACT MY CHILD?
- WHAT CAN WE DO AT HOME TO SUPPORT MY CHILD'S GOALS?



# Parent's Guide:

## PREPARING FOR IEP MEETING



### STEP 5: INVOLVE YOUR CHILD

- IF APPROPRIATE, TALK TO YOUR CHILD ABOUT THEIR SCHOOL EXPERIENCE. ASK WHAT'S WORKING AND WHAT ISN'T.
- DISCUSS THEIR GOALS AND INTERESTS TO ENSURE THEIR VOICE IS INCLUDED IN THE IEP.
- ENCOURAGE YOUR CHILD TO PARTICIPATE IN THE MEETING, IF THEY ARE READY.



### STEP 6: ORGANIZE YOUR MATERIALS

- USE A FOLDER OR BINDER TO KEEP ALL DOCUMENTS ORGANIZED AND EASILY ACCESSIBLE DURING THE MEETING.
- INCLUDE:
- A COPY OF THE CURRENT IEP
- YOUR NOTES AND QUESTIONS
- RELEVANT DOCUMENTS (PROGRESS REPORTS, EVALUATIONS, WORK SAMPLES)
- CONTACT INFORMATION FOR THE IEP TEAM




### STEP 7: KNOW YOUR RIGHTS

- FAMILIARIZE YOURSELF WITH YOUR RIGHTS UNDER IDEA (INDIVIDUALS WITH DISABILITIES EDUCATION ACT).
- REMEMBER, YOU ARE AN EQUAL MEMBER OF THE IEP TEAM AND HAVE THE RIGHT TO REQUEST CHANGES, EVALUATIONS, OR ADDITIONAL MEETINGS.

### STEP 8: DURING THE MEETING

- TAKE NOTES TO DOCUMENT KEY POINTS AND DECISIONS.
- STAY FOCUSED ON YOUR CHILD'S NEEDS AND REMAIN COLLABORATIVE.
- ASK FOR CLARIFICATION IF YOU DON'T UNDERSTAND SOMETHING.
- REQUEST A COPY OF THE UPDATED IEP BEFORE LEAVING OR ENSURE A TIMELINE FOR RECEIVING IT.



**Remember:** Your preparation helps ensure that the IEP meeting is productive and centered on your child's unique needs. You are your child's best advocate, and your involvement makes a difference!

