

IEP Meeting Preparation Worksheet

Use this worksheet to organize your thoughts, document your observations, and prepare for a productive IEP meeting. There are no wrong answers—just your honest reflections about your child.

Meeting Information

Child's Name: _____

Meeting Date: _____ **Time:** _____

Location/Zoom Link: _____

Meeting Type: ☐ Initial IEP ☐ Annual Review ☐ Triennial ☐ Other: _____

Who's Attending?

School Team Members:

- ☐ Case Manager: _____
- ☐ Special Education Teacher: _____
- ☐ General Education Teacher: _____
- ☐ School Psychologist: _____
- ☐ Speech Therapist: _____
- ☐ OT/PT: _____
- ☐ Principal/Administrator: _____
- ☐ Other: _____

My Support Team:

Parent/Guardian: _____

Parent/Guardian: _____

Advocate: _____

Therapist/Psychologist: _____

Other: _____

Do I need an interpreter? ☐ Yes ☐ No

If yes, language: _____ Requested on (date): _____

My Child's Strengths (Start Here!)

What does your child do well? What lights them up? What are they proud of?

Academic Strengths:

Social/Emotional Strengths:

Interests & Talents:

Other Strengths:

What's Going Well?

At home, at school, or anywhere else—what's working?

Current Challenges & Concerns

Be specific. Use examples when possible.

Academic Concerns:

Behavioral/Emotional Concerns:

Social Concerns:

Other Concerns:

Specific Examples That Illustrate My Concerns

Stories stick. Write down 2-3 concrete examples.

Example 1:

Example 2:

Example 3:

Patterns I've Noticed

Are there triggers, times of day, or situations when things are harder?

What's Changed Since the Last IEP?

New skills? New challenges? Different needs?

My Top 3 Priorities for This Meeting

What would make the biggest difference for my child this year?

1.

2.

3.

Accommodations & Services I Want to Discuss

What support does my child need to succeed?

Keep (what's working):

Add (what's missing):

Change (what's not working):

Remove (what's no longer needed):

Questions I Need Answered

Write them down so you don't forget to ask.

What Does Success Look Like This Year?

How will I know things are working? What will be different?

Documents I've Requested in Advance

- ☐ Draft IEP
- ☐ Progress reports
- ☐ Psychological evaluation (received on: _____)
- ☐ Educational assessment (received on: _____)
- ☐ Speech/language evaluation (received on: _____)
- ☐ Other: _____ (received on: _____)

Do I need help understanding any reports?

- ☐ Yes—I will contact: _____ before the meeting
- ☐ No

Notes During the Meeting

Jot down key points, decisions, and action items.

Questions to Ask During the Meeting

- ☐ How will we measure progress on these goals?
- ☐ Who is responsible for implementing each service/accommodation?
- ☐ When will services start?
- ☐ How often will we check in on progress?
- ☐ What happens if this plan isn't working?
- ☐ Can you explain what this means in practice?
- ☐ Other: _____

Action Items & Next Steps

What the school will do:

What I will do:

Follow-up meeting scheduled? ☐ Yes ☐ No

Date: _____

When will I receive the finalized IEP? _____

Who do I contact with questions?

Name: _____

Email: _____

Phone: _____

After the Meeting: My Reflection

How am I feeling about the outcome?

Do I feel confident about what was agreed to?

☐ Yes ☐ No ☐ Mostly, but I have concerns about: _____

Did I sign the IEP?

☐ Yes

☐ No—I need more time to:

☐ Review

☐ Consult with an advocate

☐ Gather more information

☐ Process

If I didn't sign, when is the follow-up meeting? _____

Important Dates to Remember

Next progress report due: _____

Next IEP meeting: _____

Other important dates:

You've got this. You know your child better than anyone, and your voice matters.

Need support preparing for your IEP meeting?

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