

The IEP Meeting Binder Checklist

Your step-by-step organization tracker for collaborative annual reviews

Walking into an annual review with an organized binder transforms your advocacy. Group your documentation into clear sections so you can quickly reference data, pivot during discussions, and remain a confident partner at the table.

1. DOCUMENT ARCHITECTURE (MUST-HAVE RECORDS)

Gather and print these items to cross-reference school data during the meeting:

- ☐ **Current & Past IEPs:** Bring the active IEP plus the previous year's document to instantly cross-reference structural adjustments and historical goals.
- ☐ **Recent Progress Reports & Data Sheets:** The latest evaluations and report cards to evaluate baseline progress metrics against their targets.
- ☐ **Formal Evaluations & Private Diagnostics:** The most recent school eligibility report (MDT/Triennial) alongside any independent neurocognitive, clinical, speech, or behavioral evaluations.
- ☐ **Comparative Work Samples:** Targeted assignments, assessments, or writing prompts showing a clear continuum of skills or illustrating a persistent bottleneck area.
- ☐ **Written Correspondence Record:** A chronological log of vital email chains, baseline communications, or prior written notices (PWN) related to accommodations.

2. CHILD PROFILE (STRENGTHS & INTERESTS)

Note personal motivations, artistic/academic joys, and social connections to weave into the Present Levels (PLAAFP) section:

3. HOME-BASED OBSERVATIONS

Document homework patterns, focus stamina, behavioral shifts, or self-advocacy cues observed outside the school setting:

4. PRIORITY TARGET LEDGER (TOP THREE QUESTIONS OR GOALS)

Identify the core educational, systemic, or accommodation points you refuse to leave the meeting without resolving:

1.

2.

3.