

Individual Education Plan (IEP) Tips:

1. **Audio record every meeting.** (See the parents bill of rights [UPDATED-PARENT-BILL-OF-RIGHTS-January-2022 pdf | Missouri Department of Elementary and Secondary Education \(mo.gov\)](#)) You can use your phone to do this and you don't have to tell the school that you are recording.
2. Understand that your child's IEP is a **contract** between yourself, DESE (Department of Education and secondary education.) and the school. LANGUAGE USED is very important. Treat it with as much consideration as you would a loan contract.
3. Always follow up with verbal agreement by writing an email to recap.
4. ANYTHING the school refuses- ask for a PWN (prior written notice) its law they provide it to you.
5. Get a notice of meeting PRIOR to the meeting taking place.
6. If anything in your child's IEP is inaccurate or misleading- request the school clarify it and correct it. The Family Educational Rights and Privacy Act (FERPA) allows you to correct misleading information- and even get a hearing if the school refuses to do so.
7. It's your right to ensure that advocates can attend the IEP meetings, make sure you sign a release prior to the meeting.

Also understand that your vote at BOE (Board of Education) is critical. Pay close attention to any candidate that claims they want a good education for all students but has allowed IEP students to not get the services they need. Remember 2 terms for any BOE member is half of a student's education.