

IEP Meeting Checklist

Use this checklist to feel prepared, confident, and organized before your child's IEP meeting.

Before the Meeting

- Review your child's current IEP and progress reports.
- Write down your top concerns and goals.
- Gather evaluations, report cards, and therapy reports.
- Request a draft IEP in advance if available.
- Invite support persons or advocates if needed.
- Prepare questions for the school team.

During the Meeting

- Take notes throughout the meeting.
- Ask for clarification when needed.
- Ensure goals are measurable and specific.
- Discuss accommodations and services carefully.
- Advocate for your child's strengths and needs.
- Request copies of all finalized documents.

After the Meeting

- Review the finalized IEP carefully.
- Follow up with any unanswered questions.
- Track progress toward goals regularly.
- Maintain organized records and communication logs.