



IEP MEETING CHECKLIST

FOR FAMILIES

Empowering Families. Strengthening Advocacy. Supporting Student Success.



BEFORE THE MEETING PREPARE

- ☐ Review your child's current IEP and most recent evaluations
- ☐ Review progress toward current annual goals
- ☐ Write down your child's strengths, interests, and areas of need
- ☐ Identify your top 3 priorities for the meeting
- ☐ Make a list of questions or concerns you want addressed
- ☐ Gather relevant reports, work samples, medical/provider information, or other documentation
- ☐ Review your child's current accommodations, modifications, services, and supports
- ☐ Ask your child for their perspective when developmentally appropriate
- ☐ Confirm the meeting date, time, location/virtual link, and expected participants
- ☐ Request an interpreter or other accessibility support, if needed
- ☐ Consider bringing a trusted support person or advocate



DURING THE MEETING PARTICIPATE

- ☐ Share your child's strengths and what you see at home
- ☐ Ask how your child is currently performing academically, socially, behaviorally, and functionally
- ☐ Review evaluation results and ask for explanations of anything you do not understand
- ☐ Discuss progress on each current IEP goal
- ☐ Make sure new goals are specific, measurable, and connected to your child's needs
- ☐ Ask how progress toward each goal will be measured and reported to you
- ☐ Review special education services and related services, including frequency, duration, group size, and location
- ☐ Review accommodations, modifications, assistive technology, behavioral supports, and testing accommodations
- ☐ Discuss participation and access to the Least Restrictive Environment (LRE)
- ☐ Ask how your child will access grade-level curriculum and school activities with peers
- ☐ Discuss transportation, extended school year, transition planning, or other supports when applicable
- ☐ Ask questions whenever something is unclear
- ☐ Share concerns and recommendations—and ask that important concerns be documented
- ☐ Before the meeting ends, summarize what the team agreed to and identify next steps



AFTER THE MEETING FOLLOW THROUGH

- ☐ Review the finalized IEP carefully
- ☐ Confirm that the IEP reflects what was discussed and agreed upon
- ☐ Review your procedural safeguards/parent rights
- ☐ Keep the IEP, evaluations, progress reports, correspondence, and meeting notes together
- ☐ Note when services and new recommendations should begin
- ☐ Communicate with your child's teachers and service providers
- ☐ Monitor progress reports and compare progress with the IEP goals
- ☐ Document questions or concerns that arise during implementation
- ☐ Request another IEP meeting when necessary—you do not have to wait until the annual review



QUESTIONS FAMILIES CAN ASK

- What data shows that this recommendation is appropriate?
- How will this support help my child make progress?
- How will we know if the intervention is working?
- How often will I receive progress updates?
- What happens if my child is not making expected progress?
- What alternatives did the team consider?
- How can I reinforce these goals at home?

MY TOP 3 PRIORITIES

1. _____
2. _____
3. _____

NOTES & QUESTIONS



YOU ARE AN ESSENTIAL MEMBER OF YOUR CHILD'S IEP TEAM.

Your knowledge of your child matters.
Ask questions. Share concerns.
Understand the recommendations.
Participate in the decisions.



THINK



GROW



THRIVE

*Together, we empower every learner
to reach their fullest potential.*