

IEP Checklist

Before the IEP Meeting

* Review old IEPs and outside treatment plans. What is working? What isn’t working? Make a list of any issues you would like discussed.
* If requested, complete a student questionnaire from the school district. This helps the staff get to know your child, identify goals and areas of concern.
* Talk to your student, if appropriate, about his or her goals for education and the future.
* Identify a list of your child’s strengths that you would like to highlight and a list of challenges or concerns that you hope to address through the IEP process.
* Develop a list of goals that you feel are essential to your child’s success.
* Prepare a list of questions if you’re uncertain about any aspect of the IEP. What concerns do you have?

During the IEP Meeting

* Approach the meeting with a positive, problem-solving mindset. Be confident in advocating for your child while taking the time to consider the information shared by the school staff.
* Remember that you are an equal member of the IEP team and that you are the expert on your child.
* Have an open and honest discussion about your student’s strengths and weaknesses. Explore ways in which the school can help your child succeed.
* Consider your role as to how you can support the plan to help your child succeed.
* Share any outside treatment plans or notes at the meeting. Teamwork is essential for your student’s success.
* If you don’t understand or need something clarified, stop and ask questions.
* Ask who you should contact for any follow-up questions.
* Let the school know how to best contact you for progress reports and questions. Discuss how frequently the school will be giving updates.

After the IEP Meeting

* If you think of any questions you forgot to ask during the IEP, do not hesitate to contact the school.
* Review the final IEP. If you have questions or concerns, make notes and contact your student’s case manager. If there is something you don’t understand, feel free to ask for clarifying information.
* Follow-up with the school after progress reports, even if it is just to acknowledge you’ve seen the report.
* Review the IEP with your student, if appropriate. Discuss expectations and help answer any questions your student might have.
* Consider sharing your IEP with other professionals working with your student. Teamwork is essential for student success.