

PARENT ADVOCACY SERIES

Parent's IEP Meeting Checklist

Your step-by-step guide to preparing for, participating in, and following up after your child's IEP meeting.

An IEP meeting is a crucial opportunity to advocate for your child. Being prepared can make all the difference, helping you feel confident and ensuring your voice is heard. **You are your child's best advocate**, and we are here to support you.

Before the Meeting: Preparation Is Key

Taking time to prepare will help you walk into the meeting with focus and clarity.

● Review all relevant documents

- ☐ The current IEP — paying close attention to goals, accommodations, and services
- ☐ Recent progress reports from teachers and therapists
- ☐ Any new evaluations or reports from the school or outside specialists
- ☐ Samples of your child's recent schoolwork

● Gather your thoughts and information

- ☐ Talk to your child about their experiences at school — what's easy, what's hard, what they enjoy
- ☐ Write down your main concerns and priorities for the meeting
- ☐ Make a list of your child's strengths, challenges, and recent accomplishments
- ☐ Use the "Parent Input Statement" template to organize your thoughts into a written statement

● Prepare your questions and requests

- ☐ Write down specific questions you have for the team
- ☐ List any new accommodations, services, or goals you want to propose

● Confirm meeting details

- ☐ Confirm the date, time, and location (or virtual link) of the meeting
- ☐ Request a list of who will be attending — you can also invite a trusted friend, family member, or advocate

● Organize your folder

- ☐ Keep all your documents, notes, and this checklist in one place for easy access during the meeting

During the Meeting: Your Voice Matters

You are an equal member of the IEP team. Your input is essential.

● Arrive on time and introduce yourself

- ☐ If you brought someone with you, introduce them to the team
- ☐ Ask everyone at the table to introduce themselves and state their role

● Share your parent input

- ☐ Read your prepared parent input statement or share the key points — this sets a positive, collaborative tone

● Ask clarifying questions

- ☐ Don't be afraid to ask for explanations of terms or data you don't understand

KEY QUESTIONS TO ASK

- How will we measure progress on this goal?
- How will this accommodation be implemented in the classroom?
- What does a typical day/week look like for my child?
- Who is the main point of contact if I have a question about services?
- How will you keep me informed of my child's progress?

● Stay focused on your child

- ☐ Listen to all team members, but always bring the conversation back to your child's unique needs
- ☐ If changes are proposed, ask how they will help your child make meaningful progress

● Take notes

- ☐ Jot down key decisions, action items, and who is responsible for each one

● Remember, you don't have to sign immediately

- ☐ You can take the IEP home to review before signing: "Thank you. I'd like to take this home to review before I sign."

After the Meeting: Follow-Up for Success

Your advocacy continues after the meeting ends.

● Review the final IEP document

- ☐ Read through the entire IEP to confirm it accurately reflects what was discussed and agreed upon

● **Send a follow-up email**

- ☐ Write a brief email to the IEP team leader thanking them for the meeting
- ☐ Summarize the key decisions and action items to create a written record

● **Communicate with your child's team**

- ☐ Share a copy of the new IEP with your child's teacher(s) and providers
- ☐ Check in periodically to see how the new plan is being implemented

● **Keep your records organized**

- ☐ File the new IEP and your meeting notes in your binder — good records are a powerful advocacy tool

Being prepared is the best way to feel confident. **You've got this — and we're here to support you.**