

# IEP MEETING CHECKLIST

## MAXIMIZE *Your Child's* SUCCESS!

### How to Prepare for an IEP Meeting

- ✓ Be sure to respond to the IEP notification sent to you!  
You may reschedule the meeting or ask to attend via phone/video conference. If you need to reschedule, notify the school as soon as possible.
- ✓ Be sure to write down your questions and concerns. This will help the IEP meeting move smoothly, as well as address your concerns.
- ✓ Review your child's previous IEP prior to the meeting. If you cannot find it, you may make a written request for a copy from the school district. (Remember, it may take up to 5 business days to get a copy).
- ✓ If the meeting plans to address a change in program or transition to a new school, you may want to visit that program prior to the IEP.  
Contact your child's special education teacher for help to set up a visitation date and time.
- ✓ If you wish to tape record the IEP meeting, notify the IEP team at least 24 hours before the meeting. If you choose to record an IEP meeting, you must provide your own audio recording equipment.

### Your Role During the IEP Meeting

- ✓ Be sure you are introduced to everyone at the meeting.
- ✓ Ask questions, especially if the team is referring to terms with which you are not familiar.
- ✓ Give input and feedback.
- ✓ Share your child's needs, strengths, and what motivates your child.
- ✓ Be sure to be an equal partner in the decision making.
- ✓ Take notes.
- ✓ Listen.

### Tips on Communicating in an IEP Meeting

- ✓ Give and expect treatment with respect; everyone on the team has value.
- ✓ Have a positive attitude.
- ✓ Be willing to compromise.
- ✓ Remember that your child is the focus of the IEP process.
- ✓ Remember that the team shares a common goal – the success of your child.
- ✓ Keep the lines of communication open.

### After the IEP Meeting

- ✓ Review the results of the meeting with your child, if appropriate.
- ✓ You may wish to make an appointment to visit your child's program once it gets underway.
- ✓ Give your child time to adjust to the new routine or services.
- ✓ Maintain communication with your child's teacher.
- ✓ Monitor homework.
- ✓ Review periodic reports from school.