

Preparing for the IEP Meeting

- The first step to preparing for your child's IEP meeting is to make sure you have all the relevant records and documents. This can include:
 - o The child's most recent IEP,
 - o Any progress reports,
 - o Any new evaluations or information from the child's doctor or psychologist,
 - o Any notes or correspondence with the teacher, and
 - o Potentially even some samples of the child's work.
- Take time to review any new evaluations or draft IEPs before the meeting.
- Write down your list of important questions and concerns before the meeting. IEP meetings often cover a broad range of material related to your child. Having a detailed list ensures all of your concerns and questions are addressed. Remember, organizing your thoughts in writing before the meeting may help you to be a more effective advocate for your child.
- Some points you might consider include:
 - o Outline your child's strengths and weakness as you see them in home and community settings
 - o The major areas of concern from your perspective
 - o Questions about whether your child is making progress on his/her IEP goals?
 - o Concerns about your child's performance in relation to his/her grade level
 - o Understanding how your child's disability affects his/her ability to access general education and same aged peers?
- If you plan to bring anyone to the IEP meeting, inform the IEP team a few days in advance (ALWAYS in writing).
- If you plan to record the IEP meeting (ALWAYS record IEP meetings), notify the school in advance and ALWAYS in writing. A sample letter to notify the school that you will be recording the IEP meeting is included in this online resource on the IEP Meeting page.
- When preparing for the IEP meeting, remember your child is the focus of this process. Try to put any hard feelings you may have aside. Always approach the meeting with a focus on effectively advocating for your child's needs.
- Finally, don't be afraid to ask questions and seek clarification when advocating for your child