IEP Meeting Preparation Checklist

Use this checklist to organize your priorities, ask clear questions, and document decisions before, during, and after your child's IEP meeting.

Student: _____ Meeting date: _____

School / district: _____

1 | Before the meeting

- ☐ Review the current IEP, including present levels, goals, services, accommodations, and placement.
- ☐ Review recent evaluations, progress reports, report cards, and relevant behavior or service data.
- ☐ Write down your child's strengths, interests, needs, and your top three concerns.
- ☐ Identify which goals are being met and which need revision or additional support.
- ☐ Prepare examples of what is and is not working at school or at home.
- ☐ List questions about service frequency, duration, location, provider, and missed services.
- ☐ Consider whether updated assessments or additional evaluations are needed.
- ☐ Confirm the meeting date, participants, and how you will attend; request an interpreter if needed.
- ☐ Bring a copy of your parent concerns and any supporting documents.

2 | Questions to bring to the IEP team

- ☐ What data show my child's progress toward each goal?
- ☐ How are the accommodations and supports being implemented consistently?
- ☐ What will staff do when my child needs help accessing instruction or participating safely?
- ☐ How will progress be measured, documented, and shared with me?
- ☐ If a request is declined, what is the reason and how will that decision be documented?

My three priorities

1. _____
2. _____
3. _____

IEP Meeting Checklist | During & After

3 | During the meeting

- ☐ Ask the team to explain assessment results and present levels in understandable terms.
- ☐ Review each proposed goal for a measurable baseline, target, and progress-monitoring method.
- ☐ Confirm service minutes, setting, frequency, and responsible staff.
- ☐ Discuss accommodations, assistive technology, behavior supports, and access to instruction as needed.
- ☐ Ask how the team will address any missed or interrupted services.
- ☐ Restate your concerns and requests; ask that they be included in the meeting notes.
- ☐ Ask for clarification when terminology or proposed changes are unclear.
- ☐ Before ending, summarize what was agreed to, what remains unresolved, and the next steps.

4 | After the meeting

- ☐ Obtain and review the proposed or finalized IEP and meeting notes.
- ☐ Check that agreed-upon goals, supports, services, and action items are accurately recorded.
- ☐ Ask for written notice of decisions on requests the district refuses or proposes to change.
- ☐ Note deadlines, responsible team members, and dates for follow-up.
- ☐ Keep copies of the IEP, correspondence, service records, and progress updates.
- ☐ Follow up in writing on outstanding questions or corrections.

Meeting notes & action items

_____

_____

_____

_____

_____

Follow-up contact: _____ Due date: _____

This checklist is an organizational tool for families and does not replace individualized legal or clinical advice.