

# IEP Prep Checklist

Your parent guide to preparing for a confident IEP meeting

Walk into your child's IEP meeting feeling prepared and organized. This checklist helps you gather documents, think through goals, and write down your questions — all before you sit down at the table.

CHILD'S NAME

MEETING DATE

MEETING TIME / LOCATION

## Documents to Gather (check off each one)

- ☐ **Current IEP** — bring the most recent copy with goals and accommodations marked
- ☐ **Progress reports** — report cards, IEP progress notes, teacher updates
- ☐ **Evaluations & assessments** — recent evals, re-eval results, private therapist reports
- ☐ **Medical information** — diagnoses, medications, doctor notes relevant to school
- ☐ **Work samples** — examples of progress, challenges, or regression at home
- ☐ **Communication log** — emails, notes, or a summary of concerns from the year
- ☐ **504 plan or BIP** — if applicable, bring the current behavior intervention plan
- ☐ **Prior Prior Notice (PWN)** — any written notices from the school about changes

## Goals to Think About

**Academic goals** — what should my child work on this year?

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**Social & communication goals** — what does my child need?

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**Life skills & independence** — what should my child learn to do?

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**Sensory & behavioral supports** — what's working? What isn't?

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# IEP Prep Checklist

Questions to Ask & Meeting Notes

## ? Questions to Ask at the Meeting

- ☐ How is my child progressing toward current IEP goals?
- ☐ What data shows this progress? Ask for specific examples or measurements
- ☐ What accommodations are being used in the classroom? Are they working?
- ☐ How does my child interact with peers? Social, recess, group work?
- ☐ What are the proposed new goals? Are they measurable and specific?
- ☐ How will progress be measured and reported to me?
- ☐ What related services are recommended? (Speech, OT, PT, counseling)
- ☐ How will transitions be handled? Between classes, grades, or schools
- ☐ What can I do at home to support these goals?

## 📝 My Additional Questions

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## 📝 Meeting Notes & Action Items

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## 👥 Who Attended

NAME / ROLE

NAME / ROLE

NAME / ROLE

NAME / ROLE

FOLLOW-UP DATE

NEXT IEP REVIEW DATE