

## IEP Prep Checklist

- Confirm the meeting and let the team know if you will be recording (at least 24 hours before).
- Request copies of assessments and the draft IEP.
- Schedule a check-in with any private therapists and your child's medical providers.
- Consider writing or updating a vision statement for your child.
- Review assessments and progress reports, and start a list of your concerns and proposed solutions.
- Think about the goals you want your child to achieve in one year. If you have a draft IEP, consider the goals proposed.
- Think about accommodations, support needs, and placement.
- Consider writing a parental concerns letter detailing what you want to address in the meeting.
- Consider whether you would like to have someone attend the IEP meeting with you, and let the team know.
- Gather your documents and complete any last-minute meeting prep. (If it's on Zoom, make sure you have the link ready and a quiet space.)
- Attend the meeting.
- Review the IEP document.
- Consider writing a post-IEP meeting summary.
- Tour offered classroom placements (if applicable).
- Consider how to sign the IEP and handle any disagreements with the school district.
- Follow up on the IEP.