

IEP Meeting Prep Checklist for Parents

Organize observations, goals, accommodations, and questions for your child's IEP meeting.

Child / Student: _____

Grade / School: _____

Meeting Date: _____

1. 3–4 Weeks Prior: Records & Evidence

Review current IEP goals, progress reports, and present levels

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Gather outside therapy evaluations (OT, Speech, PT, psychology)

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Collect work samples, tests, and home behavior observation data

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Ask school team about its document-sharing process for reports or drafts

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2. Parent Vision & Annual Priorities

Draft a 1-page Parent Statement highlighting strengths and learning style

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Identify top 3 priorities for the coming year (academic, social, functional)

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Document strategies that work at home (visual schedules, sensory breaks)

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Note specific challenges during transitions, peer work, or sensory overload

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3. Accommodations & Team Discussion

Review classroom accommodations, testing modifications, and assistive tech

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Clarify related services frequency, duration, and delivery (push-in vs pull-out)

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Discuss Behavior Intervention Plan (BIP) or sensory supports if needed

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Confirm how goal progress will be measured and reported to parents

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4. Meeting Day & Post-Meeting Actions

Bring organized binder with extra copies of parent statement and data

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Take detailed notes; ask for immediate clarification on unfamiliar acronyms

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Ask team to explain review and signature process, clarifying all questions

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File all finalized papers and calendar future progress report dates

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Top 3 Priorities & Questions for this IEP Meeting:

Priority 1: _____

Priority 2: _____

Priority 3: _____