IEP Meeting Checklist

Before the IEP Meeting

- [ ] **Review the Current IEP**
  If this is not the first IEP meeting, go over the previous one to track progress and note concerns.
- [ ] **Request Any Evaluations or Assessments**
  If needed, request updated testing in writing (academic, speech, OT, behavior, etc.).
- [ ] **Gather Reports & Documents**
  Collect medical records, private therapy reports, and any other relevant documentation.
- [ ] **List Your Child's Strenths & Challenges**
  Identify what's working and what isn't. Be prepared to discuss.
- [ ] **Outline Your Goals for Your Child**
  Think about academic, social, behavioral, and independence goals.
- [ ] **Review Your Parental Rights**
  Know your rights under IDEA (Individuals with Disabilities Education Act).
- [ ] **Request a Draft IEP (if available)**
  Ask the school for a draft to review in advance.
- [ ] **Invite an Advocate or Support Person**
  If needed, bring a trusted individual to the meeting.

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During the IEP Meeting

- [ ] **Review Present Levels of Performance (PLOP)**
  Ensure it accurately reflects your child's abilities and challenges.
- [ ] **Check the Goals**
  Make sure they are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound).
- [ ] **Discuss Services & Accommodations**
  Confirm the supports (speech, OT, PT, behavioral support, etc.) are appropriate.
- [ ] **Ask About Placement**
  Understand the setting (general education, resource room, special education classroom, etc.).
- [ ] **Consider Extended School Year (ESY)**
  If applicable, ask about summer services.
- [ ] **Ensure a Behavior Intervention Plan (BIP), If Needed**
  If your child has behavioral challenges, ensure a solid plan is in place.
- [ ] **Confirm Transition Plans (If Applicable)**
  For children 14+, discuss transition services for post-high school.
- [ ] **Request Progress Monitoring Details**
  How will the school measure and report progress?

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After the IEP Meeting

- [ ] **Request a Final Copy of the IEP**
  Review the finalized version for accuracy.
- [ ] **Follow Up on Any Concerns**
  If something was missed, request a follow-up meeting.
- [ ] **Monitor Your Child's Progress**
  Stay in touch with teachers and track progress reports.
- [ ] **Know When the Next Review Will Happen**
  Annual reviews are required, but you can request a meeting anytime.
- [ ] **Keep a Copy of Everything**
  Store all IEP-related documents in one organized place.