



In order to help you prepare for an IEP team meeting, here is a simple checklist to help you

How to prepare for an IEP meeting

- Be clear on the purpose of the IEP meeting (example – initial, annual, triennial, and addendum). This will help you prepare for the meeting.
- Sit down with your student and others involved in his/her education, brainstorm strengths/needs/challenge areas. List some of the areas of concern you would like to share with the IEP team.
- Be sure to write down your questions and concerns. This will help the IEP meeting move smoothly as well as address your concerns. (Use SELPA Parent Input form)
- Be sure to respond to the IEP notification sent to you! You are invited and encouraged to attend as a member of the team to develop, review, and/or revise your student's IEP. You may reschedule the meeting or ask to attend via phone conference. If you need to reschedule, notify the school as soon as possible. Have a couple of alternative dates ready when you call.
- Be sure to have copies of your student's previous IEP available to review prior to your meeting. If you cannot find it, you may make a written request for a copy from the school district. (Remember, it may take up to 5 business days to get a copy).
- If you have specific areas or goals in mind, contact your student's case manager to discuss your ideas as they may be included on the IEP agenda.
- If the meeting plans to address a change in program or transition to a new school, you may want to visit that program prior to the IEP. If you intend to visit that program, contact your student's special education teacher for help to set up a visitation date and time.
- If you wish to tape record the IEP team meeting, notify the IEP team at least 24 hours before the meeting. You may indicate this on the IEP conference notice if returned within the timeline above.

Your role during the IEP meeting:

- Be sure you are introduced to everyone at the meeting (if you have a question, ask them in what capacity they serve your student).
- Listen.
- Share your student's needs, strengths, what motivates him/her.
- Give input and feedback.
- Ask questions, especially if the team is referring to terms with which you are not familiar.
- Take notes.
- Be sure to be an equal partner in the decision making.

Tips on communicating in an IEP meeting:

- Have a positive attitude.
- Give and expect treatment with respect; everyone on the team has value.
- Remember that your student is the focus on the IEP process.
- Involve your student, whenever possible.
- Have goals in mind and let the team know what they are.
- Remember that the team is there to make your student successful.
- Remember, you share a common goal.
- Keep the lines of communication open.
- Be willing to compromise.

After the IEP meeting:

- Review the results of the meeting with your student, if appropriate.
- Maintain communication with your student's teacher.
- Are any new services being put in place?

- Have the related service providers seen the current IEP?
- You may wish to make an appointment to visit your student's program once it gets underway.
- Periodically check the IEP against school work for consistency.
- Monitor homework.
- Review periodic reports from school on progress or areas of difficulty.
- Give your student time to adjust to the new routine or services.
- If you have any questions or concerns, please call your student's case manager.