

IEP Meeting Prep Checklist

A calm, step-by-step list for the two weeks before your child's IEP meeting, the day itself, and the day after. Tick what helps; skip what doesn't.

ABOUT 2 WEEKS BEFORE

Gather

- ☐ Find the current IEP. Mark the services page: each service, minutes and how often.
- ☐ Collect the latest progress report and any outside evaluations or therapy notes.
- ☐ Ask the school, in writing, for the service log (dates and minutes delivered).
- ☐ Ask who will attend, and whether you can see any data or a draft before the meeting.

"Could you send me the service log for speech since September?"

ABOUT 1 WEEK BEFORE

Compare

- ☐ Compare promised minutes with what was delivered, service by service.
- ☐ Note wins and progress you've seen at home. Bring one or two examples.
- ☐ Write your top 3 questions or concerns, most important first.
- ☐ Decide if someone will come with you (partner, relative, advocate) to listen and take notes.

"Here's what I've noticed at home..."

THE DAY BEFORE

Prepare

- ☐ Print or open: the IEP services page, your notes, your 3 questions.
- ☐ Charge your phone. Have a pen and a page for notes.
- ☐ Plan to arrive a few minutes early.
- ☐ Remind yourself: you can ask for a break, and you don't have to decide everything in the room.

You're not being difficult. You're being prepared.

IN THE MEETING

Ask & note

- ☐ "Can you show me the data behind that?"
- ☐ "Who will do this, how often, and how will we both know it happened?"
- ☐ "Can we add that to the meeting notes?"
- ☐ "Could you send that to me in writing?"
- ☐ "I'd like some time to think about this before I agree."

THE DAY AFTER

Follow up

- ☐ Send a short, polite recap email: what was agreed, who will do what, by when. Ask the team to correct anything you misunderstood.
- ☐ Save every email and note with its date, in one place.
- ☐ Put follow-up dates in your calendar. Start logging services weekly so the next meeting is easier.