

Parent/Guardian IEP Meeting Preparation Checklist

- 1. Notification to Record**
Send written notification via email to the school staff of the IEP team that you will be recording the IEP meeting as soon as you schedule the meeting. (If you forget, make sure to send no later than 24 hours prior to the meeting).
- 2. Request Draft IEP Be Emailed To You**
At least 10 days before the meeting, email the case-manager and request a DRAFT IEP be emailed to you at least 5 days before the meeting. This allows you to review the draft of what the LEA plans to propose to you. You can make notes on your draft to bring up questions in the meeting.
- 3. Write your Parent Concerns List**
About 5 days before the meeting, sit down and generate your top 3-10 parent concerns related to your child's education programming. Send these parent concerns in an email to the case-manager and rest of school staff at least 2 days before the meeting. This allows them to copy and paste them directly into the IEP document.
- 4. Write Your Child's Strengths List**
About 5 days before the meeting, sit down and create a list of at least 10-20 of your child's strengths related to skills for future vocational, independent living, and interests. Email these to the school staff of the IEP team at least 2 days before the meeting.
- 5. Current Medical Diagnoses, Medications, Therapies, etc.**
Be prepared to share any "changes in current functioning" in the present level part of the IEP related to medical diagnoses, medications, therapies, or other life changes that the school staff need to know for educational planning purposes. Sometimes it's good to have the medication information written out to share with the school staff.
- 6. Review the Proposed Goals to Make Sure They Are SMARTER Goals**
Specific: One specific skill is addressed in the goal
Measurable: Baselines and criteria for mastery in terms you understand)
Attainable: Needs to be met in 36 weeks (one annual IEP cycle)
Relevant to the general education or alternative curriculum
Teachable skill
Evaluated and communicated to parents on a regular basis
Research based methods are used
- 7. Invite Your Support Person, Advocate, Family Member, Outside agency representatives**
Make sure to check with the other people who you want to invite to your child's meeting. Get confirmations from them. Make sure to give all of the important information to them about the date, time, location of meeting.

