

Before-the-Meeting Preparation Checklist

Free IEP Parent Resource from IEPTemplates.org. Work through these steps so you arrive organized and ready.

Review and gather

- ☐ Review your child's current IEP and recent progress reports.
- ☐ Review report cards, evaluations, and work samples.
- ☐ Gather examples that illustrate your main concerns.

Organize your priorities

- ☐ Identify your top three priorities for this meeting.
- ☐ Complete the Parent Concerns Worksheet.
- ☐ Note any supports already tried and how they worked.

Prepare your questions

- ☐ Write down the questions you want to ask the team.
- ☐ Review the Questions to Ask at an IEP Meeting list.

Logistics

- ☐ Confirm the meeting date, time, and location or link.
- ☐ Decide who will attend with you, if anyone.
- ☐ Bring this checklist, your notes page, and a pen.

Notes
