

IEP Meeting Preparation Checklist

Organize before entering the room

BEFORE THE MEETING

Review the current IEP, evaluations, progress reports, grades, work samples, and prior communication.

WRITE YOUR PRIORITIES

Identify your top three concerns, your top three questions, and the outcomes you want clarified.

DURING THE MEETING

Take notes. Ask for plain-language explanations. Request examples. Clarify who will do what and by when.

AFTER THE MEETING

Review the final document, organize follow-up dates, and keep communication concise and documented.