

Eligibility Meeting Checklist

Questions for understanding an IDEA eligibility decision

At the meeting

- Ask the team to review each suspected disability category considered.
- Ask which criteria were met or not met and what data support that conclusion.
- Discuss whether the disability adversely affects educational performance, including functional performance.
- Discuss whether the student needs specially designed instruction.
- Ask how exclusionary factors were considered.
- Make sure parent information and concerns are documented.
- Request copies of the evaluation report and eligibility documentation.

If the student is eligible

- Confirm when the IEP meeting will occur.
- Identify immediate priorities for present levels, goals, and services.

If the student is not eligible

- Ask whether Section 504 or general education supports should be considered.
- Request prior written notice explaining the refusal and supporting data.
- Review dispute-resolution options in the procedural safeguards if you disagree.

Decision notes

Decision	
Evidence cited	
My questions or next step	

Important: This educational resource provides general information and is not legal advice or legal representation. Special education procedures and timelines may vary by state. Review your state safeguards and consult a qualified professional about your circumstances.

Primary reference: Individuals with Disabilities Education Act regulations, 34 CFR Part 300, and U.S. Department of Education IDEA resources at sites.ed.gov/idea.