



IEP Meeting Preparation Checklist

A before during and after guide for productive participation

Before the meeting

- Review the current IEP, evaluations, progress reports, and recent work.
- Write the student's strengths and your top three concerns.
- List requested changes and the reasons for each.
- Ask for draft documents when available, understanding that decisions must be made by the team.
- Invite a support person or knowledgeable participant if helpful.

During the meeting

- Ask who will take notes and how decisions will be documented.
- Confirm present levels describe current performance and needs.
- Check that goals are measurable and connected to needs.
- Clarify frequency, duration, location, and provider for services.
- Discuss accommodations, progress reporting, and implementation dates.
- Ask for explanations when the team uses unfamiliar terms.

After the meeting

- Read the final IEP and compare it with team decisions.
- Send a brief written follow-up if anything is missing or unclear.
- Record implementation dates and the next progress report.
- Keep the final documents in your records.

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.