



# Parent Checklist For IEP Meetings

*As a parent/guardian you are a valuable and required member of the Individualized Education Program (IEP) team. This checklist offer ideas to support you before, during, and after an IEP team meeting.*

## Why is this important?

The Individuals with Disabilities Education Act (IDEA) requires that the IEP team include the parent(s) of the child with a disability. Likewise, “each public agency must take steps to ensure that one or both of the parents are present” and are “afforded the opportunity to participate.” CFR § 300.321 and 300.322

## Before

- Review the invitation to the IEP team meeting. Return the signed invitation to your child’s case manager. If you have any questions about scheduling, reach out to your case manager.
- If there is anyone else you would like to include in the meeting (friend, family member, other person(s) who work with your child, etc.), reach out to them to see if they can attend. Bring anything that may help you feel comfortable during the meeting.
- Read and understand the parents’ rights/procedural safeguards.
- Be prepared to discuss your child’s strengths and needs. If asked, fill out any teacher requests for input about your child. Consider using the Building on My Child’s Strengths protocol and share with your child’s teacher.
- Review the goals and services from last year’s IEP to give your input as to your child’s progress. Write notes/bring work samples that show your child’s progress on those goals. This will give you the opportunity to participate when reviewing the report of progress on previous goals.
- Gather any other relevant records from the past year about your child (e.g. private assessments, doctor visits, information about other groups or activities your child is a part of) that you think are relevant and would like to share with the IEP team.
- Prepare and send any questions, concerns, recommended goals, etc. to the case manager before the meeting. Ask the case manager to include them in the IEP agenda.
- If there are any requests to excuse IEP team members who cannot attend the meeting, consider the excusal, and if you agree, sign and return the Excusal Form. If you are not in agreement, discuss rescheduling with your child’s case manager.
- Ask for an interpreter, if needed.



## During

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- Review the agenda together with the IEP team and ensure it includes everything you want to be discussed.
- If jargon or acronyms are used that you need clarification on, be sure to ask for clarification.
- During the meeting you will be asked for your input and concerns. Share the information you've gathered. Remember your input is valuable as an IEP team member.
- Throughout the meeting, ask any questions that may come up. If the IEP team doesn't have an answer right away, ensure a plan is made to follow up.
- Ensure that your concerns, if applicable, are noted and addressed.
- If time runs out during the meeting, make a plan to continue the meeting on another day.
- If there are unresolved concerns or any disagreements, make a plan with the IEP team for next steps.
- If you are in agreement with the IEP offer, sign for consent. If you need time to review, you can take it home for consideration. Make a plan for following up with the team if needed.
- At the conclusion of the meeting, be sure you receive a copy of the IEP documents and reports to take with you.

## After

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- Review all the documents you receive and ensure everything is accurately recorded. If you have questions or concerns, contact your child's IEP case manager.
- Complete any follow up steps agreed to during the IEP.
- As a member of the IEP team, work collaboratively with the team to ensure all components of the IEP are implemented. If you are unsure, contact your IEP case manager right away.
- Work with your child to make progress on their IEP goals.