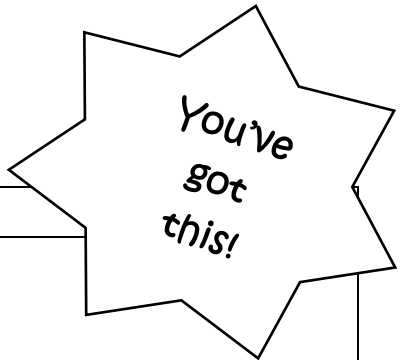


IEP Meeting Checklist



	BEFORE
	Upon receiving notice of upcoming IEP meeting: Review expiring IEP. Did they meet their goals? What are your concerns?
	If needed, invite a trusted person to attend with you for support/guidance.
	Email the teacher a week before meeting: Your parent concerns, who (if any) will be attending the meeting with you, and request a copy of the draft IEP and your parents' rights booklet for you to review before the meeting.
	Review draft IEP and your rights (just in case). Make your list of concerns and questions ahead of time so you'll be prepared.
	DURING
	Bring your list of concerns, questions, pen, notepad, and a photo of your child to the meeting. (The photo is a great visual of why you are all there!)
	State your concerns politely and professionally; remember you're part of a team.
	Ask your questions, seek clarification or explanations on ANY terms, services, or acronyms you do not understand. Don't be intimidated to ask questions!
	Know that you can stop the IEP meeting if you feel uncomfortable, need advice before signing, or need to time to review it at home. If you do not agree with a decision in the IEP, you should state that you disagree with the IEP under your signature on the last page.
	Request a copy of the official IEP before you leave.
	AFTER
	Send a follow up email to all members of the IEP team recapping what was discussed in meeting, ask for their input in case you missed anything.
	File this IEP in your IEP binder, and store last year's IEP in your IEP File Box.

Please contact Northshore Families Helping Families if you have any questions or concerns regarding your child's education or any disability related matters.

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