

IEP Meeting Readiness Checklist

These are some of the common areas of need for a child receiving IEP evaluations. Use this list as a guide to request IEP evaluations, re-evaluations, your parent concerns letter or to add to the Permission to Evaluate form you receive. For more assistance, visit ADayInOurShoes.com

Tasks

- Reviewed current IEP with notes and highlighter.
- Participated in the 5 essential parts of the IEP process.
- Wrote a thorough Parent Concerns letter.
- Completed Vision Statement with family.
- Talked with my child about attending the meeting.
- In agreement with other parent about issues, if applicable.
- If applicable, talked with Advocate about last minute details.
- Compiled list of child's strengths, ideas how to leverage.
- Reviewed necessary school district policies (attendance, discipline).
- Compiled a list of suggested goals, strategies and accommodations.
- Rehearsed difficult conversations in my head or in front of mirror (or in car)
- Have printouts about child's condition or from specialists.
- Researched evals and strategies for child's issues.
- RSVP'd to meeting with expectations of who I expect to be there.
- Have child care for other children.
- Requested time off work.
- Have outfit picked out (for confidence).
- Cleared schedule day before and after meeting (for prep and rest).

Notes