

What to Bring to an IEP Meeting

- Your IEP binder
- A notepad and pen to take notes
- Your partner, an advocate or a friend to take notes and support you (make sure the IEP team knows in advance)
- An audio recorder or smartphone recording app if you'll be recording the meeting (check with your state's Parent Training and Information Center regarding laws and policies about recording meetings)
- The current IEP plan
- A list of questions you want to address
- An IEP goal progress tracker, progress reports and report cards
- Work samples that illustrate progress or concerns
- Notes about strategies that do or don't seem to be working at home
- Proposed accommodations and suggested SMART goals
- Any private evaluations you want to share
- Evaluation reports from your child's most recent school evaluation(s)
- School contact sheet to update with new provider information
- Parent-school communication log or other notes about phone calls, meetings or emails to or from school
- A letter of parent concerns to attach to the IEP, listing your child's strengths, areas that are challenging, how your child is doing in and feeling about school, and other things you'd like noted
- A folder to keep documents received during the meeting (be sure to request a copy of any documents you sign during the meeting)
- Tissues (IEP meetings can be emotional sometimes)
- A bottle of water (nerves and talking can make your mouth dry)
- A collaborative mindset
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