



10 Tips For A Successful IEP Meeting

- Review the meeting notice-Review the complete meeting notice to be clear about the purpose & reason for the IEP meeting. Make note of any district representative who have been invited to the meeting.
- Review student progress & school information-Review information about your child's progress on IEP goals/objectives, standardized testing, report cards, recent & old evaluations, etc.
- Collect information from private/outside providers-Collect any outside evaluations or reports from private providers to share with the IEP team.
- Prepare a Vision Statement/Parent Input Statement-Prepare a Vision Statement/Parent Input Statement to share with the IEP team that includes short term & long term goals for your child, concerns, and suggestions for accommodations and services. Also include your child's strengths and concerns. Your statement should be included in the Present Levels of Academic Achievement & Functional Performance (PLAAFP).
- Review the draft IEP-Ask for a draft IEP in advance of the meeting. Review the draft IEP & make note of any information that is incorrect. Also make notes of your suggestions for accommodations, services, etc.
- Educate yourself on your parental rights, special education procedures, terminology, etc-Educate yourself & be informed so you can be the best advocate for your child.
- Prepare your questions-Write down & make a list of any questions you may have.
- Plan a communication strategy for the meeting-Plan an effective communication strategy that allows you to have a positive parent-school relationship. When communicating prioritize your child's needs and not the district's resources or your expectations.
- Bring someone to the meeting with you-If you feel you need assistance bring someone such as an advocate, friend, or family member to support you & alleviate some of the stress. You may want to consider bringing an advocate if your situation with your child's school has become contentious.
- Review the final IEP & meeting minutes-Review the meeting minutes & complete IEP for accuracy. Be sure you agree with all aspects for the IEP before signing your signature in agreement. If there are aspects of the IEP you are not in agreement with let the IEP team know immediately & do not sign your signature in agreement.

IMPORTANT: This list is NOT an inclusive list of tips for a successful IEP meeting. The function of this list is to be a starting point and reference.