



Preparing for an IEP Meeting- Parent Checklist

A simple checklist to help you feel confident, organized, and heard

Before the Meeting: What to Bring

- Current IEP (and prior IEPs, if available)
- Progress reports or report cards
- Evaluations (school, private, medical, or therapy reports)
- Behavior data (incident reports, notes, or patterns you've noticed)
- Work samples (strengths *and* challenges)
- Emails or communication related to concerns or requests
- A notebook or printed checklist to take notes

Tip: Highlight or tab sections you want to reference quickly.

What to Know Going In

- You are an equal member of the IEP team
 - You may ask questions, pause the meeting, or request clarification
 - You can request data, not just opinions
 - You do not have to agree to everything in the moment
 - You can ask for time to review before signing
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Key Questions to Ask at the Table

About Progress

- How is progress being measured?
- What data shows whether goals are working?
- How often is progress reviewed and shared?

About Goals

- Are goals specific, measurable, and meaningful?
- Do goals address both academic and behavioral needs?
- Are goals realistic within the school day?

About Supports & Services

- What supports are provided *daily vs. as needed*?
- Who is responsible for implementing each support?
- What training or guidance do staff receive?

About Behavior

- What triggers have been identified?
 - Is there a Behavior Intervention Plan (BIP)?
 - How are proactive strategies being used?
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Organizing Your Thoughts Beforehand

Take a few minutes to reflect on these prompts:

What is working well right now?

What concerns me most at this time?

What does my child need to feel safe, supported, and successful?

What outcomes am I hoping for from this meeting?

During the Meeting

- Take notes (or ask who will take official notes)
- Ask for examples if something is unclear
- Request changes be written into the IEP
- Ask for a summary of decisions before the meeting ends

If something doesn't feel right, it's okay to say:

“I'd like time to think about that before agreeing.”

After the Meeting

- Request a copy of the finalized IEP
 - Review it carefully (you don't have to rush)
 - Follow up in writing with questions or clarifications
 - Monitor implementation and communication
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You Are Not Alone

IEP meetings can feel overwhelming — especially when emotions run high and your child's needs are on the line. Preparation helps you move from feeling reactive to feeling confident and informed.

THRIVE Student Support & Behavior Consulting is here to support families before, during, and after IEP meetings with calm guidance, clear explanations, and advocacy rooted in collaboration.

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