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# IEP Meeting Preparation Checklist

Walk in prepared. Advocate with confidence.

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## Documents to gather before the meeting

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- Current IEP (or draft IEP if you requested one in advance)
- Most recent evaluation reports (psychoeducational, speech, OT, behavioral)
- Progress reports from the current IEP period
- Private evaluation or therapy reports (if applicable)
- Work samples showing your child's abilities or struggles
- Communication logs (emails, notes from teachers, incident reports)
- Your insurance information (if discussing outside services)

### Tip: get a plain-English breakdown of the IEP first

If you have the IEP in hand, Beacon's **IEP Translator** turns the document into plain English in under a minute. Section by section, what each goal actually means, what's missing, what to ask about. Your first translation is free.

→ [beacon.spectrumunlocked.com/workshop/iep-translator](https://beacon.spectrumunlocked.com/workshop/iep-translator)

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## **Your preparation notes**

Fill these in the day before the meeting. Bring this page with you.

### **My top 3 concerns for this meeting**

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### **Goals I want to propose or modify**

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### **Services I want to discuss (speech, OT, ABA, aide, etc.)**

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### **Accommodations I want to request**

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## **Questions to ask during the meeting**

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- What data are you using to measure progress on each goal?
- How will I know if my child is on track between reviews?
- What happens if my child isn't meeting a goal in 3 months?
- What does a typical day look like for my child?
- Are current accommodations being used consistently?
- Is my child being included with peers as much as possible?
- What training has staff received on supporting autistic students?
- Can we add sensory breaks to the accommodations?
- How are behavioral incidents being documented?

## Phrases that protect your rights

When you need to...	Say this
<b>Request an evaluation</b>	"I am requesting a comprehensive evaluation for my child in writing under IDEA."
<b>Disagree with a decision</b>	"I respectfully disagree and would like that noted in the meeting minutes."
<b>Ask for more services</b>	"What data supports that the current level of service is sufficient?"
<b>Delay signing</b>	"I'd like to take this home and review it before signing."
<b>Escalate</b>	"I'd like to explore my options, including mediation."

## After the meeting

- Send a follow-up email within 48 hours summarizing what was discussed and agreed upon.
- Review the final IEP document. Compare it to your notes.
- Verify everything agreed upon is actually written in the document.
- Set a calendar reminder for the next progress report and annual review.
- File all documents in your autism binder.
- Check in with your child after 2 to 3 weeks. Are the services actually being provided?

