

IEP Meeting Preparation Checklist

Walk In Prepared • Advocate with Confidence

Documents to Gather Before the Meeting

- 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)

Your Preparation Notes

My top 3 concerns for this meeting:

Goals I want to propose or modify:

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

Accommodations I want to request:

Questions to Ask During the Meeting

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

