

IEP MEETING CHECKLIST FOR PARENTS

Name: _____

Date: _____

GENERAL

- Did the parent receive the IEP notice?
- Are the reports of the students shared beforehand?
- Is the IEP Binder-ready according to the IEP binder checklist?
- Is the response to the evaluations and reports ready?
- Is the child ready to attend the meeting? (only if they are 14 or older)
- Being aware of the venue and schedule of the IEP meeting
- Do the parents need a supporting person in the meeting? If yes, is the presence ensured?
- Are the private evaluations ready to share in the meeting?

BEFORE THE MEET

- Is their seat beside the teacher in the meeting arrangement?
- Being aware of the exact time of the IEP meeting
- Is the list of questions to be answered prepared?
- Is the description of non-working strategies listed?
- Confirm with the IEP team about the meeting's details.
- Is the documentation of past IEP meetings ready? (if it is not the first IEP meeting)
- Is the recording setup (app or recorder) ready to document the meeting?

AFTER THE MEET

- Is the schedule of the next meeting shared?
- Are the documentation of new approvals checked?
- Is the feedback from the teacher and IEP teams noted down?
- Are you sure that the IEP meeting is successful?