

# IEP MEETING CHECKLIST FOR TEACHERS

Name: .....

Date: .....

## GENERAL

- Are the recent tests and evaluations of the student completed?
- Is their IEP binder ready with all relevant sections?
- Are they aware of the venue and schedule of the IEP meeting?

## BEFORE THE MEET

- Being aware of the exact time of the IEP meeting
- Is the list of suggestions and comments ready for the child?
- Have an initial discussion with the principal and other IEP staff about the purpose
- Have a list of non-working strategies in their opinion
- Making a record of all the past IEP meetings of that child
- Is the teacher report form ready?

## AFTER THE MEET

- Are the newly provided IEP goals jotted down
- Is the new set of accommodations updated in the binder?
- Is the set of documentation shared with parents and other stakeholders?
- Ensure to continue collaborating with parents