

# Parent IEP Checklist

## Before the Meeting:

- ☐ Review your child's current IEP and any other materials sent by the school. (like evaluation results and the draft IEP)  
(If you did not receive a draft IEP or do not have a current IEP, you should request them from your school.)
- ☐ Write down your thoughts on your child's strengths, interests, preferences and needs.
- ☐ Write down your child's thoughts on their strengths, interests, preferences and needs. (Coach your child on how to share their ideas if attending the IEP meeting.)
- ☐ Bring a notepad or laptop to take notes during the IEP meeting.

## During the Meeting:




- ☐ Did you feel like you could participate in making your child's IEP during the meeting?
- ☐ Did you feel like your child could participate in their IEP?
- ☐ Does the IEP reflect your child's current levels of achievement or present level of performance? Was this information explained to you, so you understood it?
- ☐ Were your concerns about your child's current levels of performance heard and validated?
- ☐ Are your child's annual goals plainly stated and are they measurable?
- ☐ Is the assessment of the goals often enough to be able to make decisions to change course during the school year, if needed?
- ☐ Is the specially designed instruction individualized for your child's academic and behavioral needs?
- ☐ Is it clear what services and accommodations will be provided for your child? (like how often, for how long, in what circumstances)
- ☐ Is it clear who is providing any additional services or supports for your child?
- ☐ Is it clear how the IEP will be implemented? Does it say which staff will be responsible for which services and goals?

- ☐ If modifications were proposed for your child, was it clear how these modifications might widen your child's achievement gap? Remember, modifications mean that expectations for your child's learning would be changed, so they would not be exposed to the regular content.
- ☐ Did you feel like you could participate in making your child's IEP during the meeting?
- ☐ Did you feel like your child could participate in their IEP?
- ☐ Does the IEP state the amount of time your child will spend in general education?

### **Following the IEP Meeting:**

- ☐ Discuss the IEP meeting with your child. Be sure to mention all their strengths that were noted and review the proposed changes and how they will be impacted.
- ☐ Review the updated IEP to ensure that it follows the points discussed during the meeting. Bring any concerns about potential errors to your child's special education coordinator for assistance in correcting the situation.
- ☐ Document your child's progress by reviewing progress notes throughout the school year and collect the material in your child's binder. Also take notes of changes that you see in your child at home.
- ☐ Remember to talk routinely with your child's teachers and support staff, sharing the positive successes and continuing conversations around areas of need. Don't just wait for the annual IEP meetings to talk with the school staff.
- ☐ Ask to schedule an IEP meeting, if you believe the team needs to discuss your child's progress.

Here are a few other IEP meeting checklists that you might find helpful.

-  [IEP Checklist - Updated](#) (parentmentors.org) - Abbreviated yes/no parent checklist
-  [IEP Meeting Checklist for Parents](#) (pacer.org)
-  [IEP Meeting Parent Checklist](#) (ne.gov)