

11 TIPS

FOR A SUCCESSFUL IEP MEETING

Remove this card and use the worksheet on the back to fill out during your next IEP meeting.

WHAT IS AN IEP?

An IEP (Individualized Education Plan) is a collection of support services and annual goals designed for your child's individual needs. It's important to be prepared.

DOCUMENTS FIRST

Ask for copies of the evaluation and proposed goals and objectives **BEFORE** the scheduled meeting to review and prepare questions.

TAKE NOTES

If possible, assign one person to take notes while the other listens and asks questions.

FOCUS ON STRENGTHS

Share strengths and heartwarming stories to keep things positive. After all, we're all here to help a child we care about.

DYNAMICS AND TEACHER INSIGHTS

Ask teachers about their classroom dynamic. Are there fears, fixations, likes, and dislikes you should know about?

HYPOTHETICAL QUESTIONS

To avoid a blunt "no" answer, ask hypothetical questions, like "What would you do if this were your child?"

GO BEYOND GOALS

If the goals are confusing, ask for clarification. Make sure it's clear how progress will be measured, who is responsible, and how you can follow up.

ASSIGN ROLES

Clarify who is responsible for a specific goal or task. What service does each person provide, and which goal will they focus on specifically?

HOMEWORK

Ask the team to give you homework, worksheets, and activities for you to practice at home with your child.

CONTACT INFO

Know how to contact each person involved in the planning and establish how to share information, whether via email or weekly progress reports.

DIAGNOSIS DETAILS

Share updates, changes to medications, new technology (like seizure tracker apps), and resources with members of the community who help care for your child.

REMEMBER

You are a member of this committee, too. Everyone in the meeting is there to help your child. And you can always ask questions at any time.

Reminder: Make sure you have copies of the evaluation, goals, and objectives BEFORE filling out this worksheet

Student/teacher dynamic and insights:

My child's strengths:

My child's fears, fixations, likes, and dislikes:

Teacher contact info

Name: _____

Email: _____

Phone: _____

Name: _____

Email: _____

Phone: _____

Name: _____

Email: _____

Phone: _____

What is the goal for my child, who will lead it, and how will progress be measured?

Goal or task #1: _____

Person/role: _____

How measured: _____

Goal or task #2: _____

Person/role: _____

How measured: _____

Goal or task #3: _____

Person/role: _____

How measured: _____

Homework, worksheets, and activities to practice at home with my child that will support their goals: