

# IEP Meeting Prep Checklist



## GATHER STUDENT DATA

- Recent grades and test scores
- Samples of student work
- Notes on classroom participation and engagement
- Observations on behavior and social interactions
- Progress on current IEP goals

## REVIEW THE CURRENT IEP & APPROPRIATE PAGES

- Accommodations/modifications being used
- Services the student is receiving
- Strengths and challenges in meeting goals
- Any areas where adjustments may be needed
- Progress report

## COLLABORATE WITH SUPPORT STAFF/SERVICE PROVIDERS/PARA EDUCATORS

- Get input from gen ed teachers, therapists, para educators, etc.
- Identify strategies that has worked or not worked
- Identify any changes in services provided to the student

## COMMUNICATE WITH PARENTS (IF POSSIBLE)

- Send updates about student progress
- Ask parents about their concerns or priorities for the IEP
- Discuss how student is doing in the classroom
- Any areas where adjustments may be needed
- Changes in services (preferably by service providers)

## PREPARE RECOMMENDATIONS/CONCERNS

- Accommodations/modifications being used
- Services the student is receiving
- Strengths and challenges in meeting goals
- Any areas where adjustments may be needed
- Progress report

## ORGANIZE YOUR THOUGHTS FOR THE MEETING

- Plan to use clear, parent-friendly language (avoid jargon)
- Be ready to share specific examples of student progress and and challenges
- Stay professional, supportive, and open to collaboration
- Have solutions and/or strategies to suggest for any issues

## FOLLOW UP AFTER THE MEETING

- Review new IEP goals, accommodations, and modifications
- Implement any changes in the classroom right away
- Share updates with teachers, service providers, and support staff
- Monitor student progress and maintain communication with parents