

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