



# IEP Meeting Checklist

## Notes/Reminders

- ☐ **Return the meeting invitation. Note your attendance.**
- ☐ **Request a draft copy of the IEP**
- ☐ **Review the draft and write down comments and questions**
- ☐ **Contact special ed teacher/case manager BEFORE the meeting with questions and concerns**
- ☐ **Prepare a Parent Input Statement and submit BEFORE the meeting**
- ☐ **Take any other notes, questions, and comments with you to the meeting. If possible, plan for someone to attend the meeting with you.**
- ☐ **Attend the IEP meeting with a smile and ready to create an awesome IEP with the team**

**You are your child's greatest advocate. Working with the IEP team can create real growth and change. Always keep communication open, so there are no surprises at the IEP meeting.**