

Helpful Hints

Planning for an Individual Education Program (IEP) Meeting



- Let the school know if a proposed day/time for the meeting does not work for you. You have important knowledge regarding your child, and you are a member of the IEP team.
- Request that assessment information be given to you at least two days before the scheduled meeting.
- Make a list of questions/concerns. If possible, share with the team before the meeting.
- Invite the student to all or part of the meeting. Encourage the student to self-advocate.
- Invite a support person to attend the meeting with you.
- Keep copies of all evaluations and IEPs. Districts destroy records at the age of 23.
- Communicate assertively, rather than passively or aggressively.
- Listen. Ask questions and ask for clarification if you do not understand something.
- Know that there is not one “right” way. Compromise, when appropriate.
- If unresolved issues remain, ask to meet again. If monitoring is needed, ask the team to meet every 4-6 weeks.
- Keep notes of concern and accomplishments and share with the team.
- Make sure you receive IEP progress reports (as often as a report card).
- Maintain regular contact with the school. Give positive feedback.