QUICK MEETING DAY CHECKLIST

Review your IEP Checklist and print your notes for the day of your meeting.

Before the meeting:

- [] Organize data folder and look for trends (test scores, reports, communications)
- [] List of concerns and requested accommodations written out
- [] Copy of current IEP and updated diagnostic information (if applicable)
- [] Review the documentation provided by the school ahead of time
- [] Notify the school of any additional attendees and provide contact information

During the meeting:

- [] Sign the attendance sheet only
- [] Take notes on everything discussed
- [] Ask questions when something is unclear
- [] Ensure your concerns are documented in the Parent Concerns section
- [] Request both print and digital copies of the draft IEP
- [] State that you will not sign the IEP until you further review it

Before leaving:

- [] Confirm you have copies of all documents
- [] Schedule follow-up if needed
- [] Thank the team for their time

After the meeting:

- [] Review the IEP document thoroughly at home
- [] Make a list of any changes needed
- [] Submit any changes in writing to ensure inclusion
- [] Sign and return the IEP when satisfied
- [] Request a copy of the signature page with all signatures present
- [] Keep copies in an organized file

Remember: You are your child's best advocate. Trust your instincts and don't be afraid to ask questions. If at any time you have concerns about your child's IEP, you have the right to call another IEP meeting. You do not have to wait a full year to make further adjustments!



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IEP CHECKLIST & NOTES

Before leaving:

- [] Confirm you have copies of all documents
- [] Schedule follow-up if needed
- [] Thank the team for their time

NOTES



IEP CHECKLIST & NOTES

After the meeting:
[] Review the IEP document thoroughly at home
[] Make a list of any changes needed
[] Submit any changes in writing to ensure inclusion
[] Sign and return the IEP when satisfied
[] Request a copy of the signature page with all signatures present
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