
Family IEP Preparation Checklist

Families are an important part of the team that creates the IEP (Individualized Education Plan). Use this checklist to help make sure you are ready to work with the school team and help your child succeed.

As soon as you get the meeting invitation:

- Tell the team now if you need a different date or time, or if you need to meet remotely (by video)
- Ask the IEP Team for an interpreter if you need one

1-2 weeks before the meeting:

- Ask for evaluation reports or an IEP draft.
- Share any reports or letters from doctors or therapists with the IEP team.
- Tell the IEP team if you will be bringing any support people with you.
- [Read about the IDEA](#) (Individuals with Disabilities Education Act) so you understand how the school can support your child.

The week of the meeting:

- Write down your questions about the IEP process or your child's needs.
- Look up any terms or acronyms you don't know in the [Special Ed Glossary](#).
- Talk to your child. Ask what they think is going well and what's hard for them at school. Ask them about their goals.
- If your child will participate in the meeting, let them know what to expect and answer their questions. If not, ask if they want to tell the team anything.
- Write down your goals for your child and any information you want the team to know about them. Bring your notes.