

Your IEP meeting checklist

Bring your priorities. Leave with clearer next steps.

Mark the boxes digitally or on paper. Keep this sheet with your own records.

Write my child's strengths, perspective, and three priorities.

Gather the IEP, amendments, evaluations, and dated progress reports.

Confirm the meeting time, place or link, purpose, and participants.

Request interpretation or other participation support if needed.

Ask which draft documents I can read beforehand.

Ask how priorities connect to goals, instruction, and supports.

Ask what progress data shows and what remains unclear.

Record proposals, decisions, questions, and follow-up contacts.

Ask what each signature means before deciding.

Request the resulting documents and compare them with my notes.

My three priorities

Questions and evidence to bring

Next step / contact / agreed follow-up

General preparation aid, not legal advice. Check important decisions with a qualified advocate or attorney. No professional review has been recorded.