

# IEP CHECKLIST: BEFORE, DURING, AND AFTER THE MEETING

## Before the meeting:

- Review the meeting notice
  - What is this meeting for?
  - When is the meeting? Ask to reschedule if the date/time doesn't work for you.
  - RSVP to the meeting
- Review the current IEP
  - Focus on the following sections:
    - Goals, services, and accommodations
    - Participation in mainstream classes
    - Social/emotional and health supports
- Make a list of your goals for the meeting
  - What do you want to work towards?
  - What questions do you have?
  - What changes would you like to see?
  - What's working/not working at school?
  - How does your student feel about school?
  - Are those feelings impacting life at home?
  - Bring this list with you to the IEP meeting
- Invite your student's Service Coordinator to the meeting (please give advance notice when possible)
  - Discuss your goals with the Service Coordinator
  - Ask questions! The Service Coordinator is there to help.

## During the meeting:

- Use your list to share your meeting goals
- Ask questions when you're not sure about something
  - What does that mean?
  - Why are we doing that?
  - How does that support my student's progress?
- Share information about your student
  - What do they like or not like?
  - What does it look like when they're happy? Sad? Angry? Anxious?
  - What motivates them?
  - How do they reset when they're overwhelmed?
- If you're unable to have your questions/concerns addressed at the meeting, request a second meeting
- Sign the IEP only if you agree to the plan
  - Disagree?
    - Sign to acknowledge that you were present at the meeting
    - Sign to acknowledge your approval of special education services, but not the current offer (this will allow services to start until an agreement can be made)
    - Request another meeting (and invite your student's Service Coordinator!)

## After the meeting:

- Talk with your Service Coordinator
  - How do you feel about the meeting?
  - What questions do you have?
- Remember, you can request an IEP meeting at ANY time during the year, as many times as you need to
- Communicate with your student's special education team
  - Let them know what's working
  - Let them know if changes are needed
  - Always bring up your concerns- the team is there to support your student!
- Consider contacting a local special education advocacy agency (reach out any time you'd like support!):
  - Rowell Family Empowerment Center
    - Special education workshops
    - Special education consults
    - Can review special education documents with you
    - <https://rfenc.org/>
  - Office of Clients' Rights and Advocacy (OCRA)
    - Free legal information, advice, and representation for regional center clients
    - Special education advocacy
    - <https://www.disabilityrightsca.org/>