

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/>