

10 TIPS TO PREPARE FOR YOUR NEXT IEP MEETING



Whether it's your first Individual Education Plan (IEP) meeting or your 14th, there's a lot to talk about. According to special education teacher and author, Susan McBrine, you shouldn't be afraid to share your biggest fears, and even ask teachers to share theirs, too. Here are 10 tips to help you prepare for your next IEP meeting.

DOCUMENTS FIRST

Ask for copies of the evaluation and proposed goals and objectives BEFORE the scheduled meeting to review and prepare questions.

TAKE NOTES

If possible, assign one person to take notes while the other listens and asks questions.

HOMEWORK

Ask the team to give you homework, worksheets, and activities for you to practice at home with your child.

TEACHER INSIGHTS

Ask teachers about their classroom dynamic. What are their other students like? Are there fears, fixations, likes, dislikes you should know about?

ASSIGN ROLES

Clarify who is responsible for a specific goal or task. What service does each person provide and which goal will they focus on specifically?

CONTACT INFO

Know how to contact each person in the room and establish how to share information, whether via email or weekly progress reports.

FOCUS ON STRENGTHS

Share strengths and heart warming stories to keep things positive. After all, we're all here to help a child we care about.

HYPOTHETICAL QUESTIONS

To avoid a blunt "no" answer, ask hypothetical questions, like "What would you do if this were your child?"

DIAGNOSIS DETAILS

Share updates, changes to medications, new technology (like seizure tracker apps), and resources with members of the community who help care for your child.

GO BEYOND GOALS

If the goals are confusing, ask for clarification. Make sure it's clear how progress will be measured and how you can follow through at home.

Remember, you are part of this committee, too—don't be afraid to speak up, speak candidly, and share your fears. It can be intimidating even for parents who have been through it many times, but it shouldn't be. Everyone in the room is there to help your child. And you can always ask questions at any time, because your voice matters.



IEP MEETING WORKSHEET

FILL OUT THIS WORKSHEET DURING YOUR MEETING, AND KEEP IT FOR FUTURE REFERENCE.

Received copies of the evaluation and proposed goals and objectives

Student/teacher dynamic in the classroom:

My child's strengths are:

My child's fears, fixations, likes, and dislikes:

Teacher contact info

Name: _____

Email: _____

Phone: _____

Name: _____

Email: _____

Phone: _____

What is the goal for my child, who will lead it, and how will progress be measured?

Goal or Task #1: _____

Person/role: _____

How measured: _____

Goal or Task #2: _____

Person/role: _____

How measured: _____

Goal or Task #3: _____

Person/role: _____

How measured: _____

Homework, worksheets, and activities to practice at home with my child that will support their goals:

FILL OUT BELOW, AND EITHER DISCUSS WITH OR TEAR OFF AND GIVE TO YOUR CHILD'S TEACHER

Name: _____

Medical updates: _____

Changes to medications: _____

New technology being used: _____

Helpful resources: _____

Other: _____

