

Individualized Education Program (IEP) Meeting

Preparing for the IEP Meeting

Working with your school to develop an Individualized Education Program (IEP) for your child is an important step in making sure they get the most out of their education. An IEP that best meets their needs is essential to your child's success. It provides specialized services and supports to meet the unique needs related to his/her disability.



IEP Meeting Letter

You received a letter from the school stating that a meeting has been scheduled. One of the most important parts of developing an IEP is how you prepare for the meeting.

Ask Yourself



- What's the meeting's date? NYS considers a notice of five (5) days to be adequate notice.
- Does the letter state the purpose of the meeting?
- If my child is 14 years old or is turning 14, did he/she also receive an invitation to the meeting in order to discuss transition planning?
- Who will be there? What do they do? Is there anyone not on the list that I think should be there or not be there?

Reply and RSVP

Sign and return the invitation to the meeting and keep a copy for your records.



You can also include the following:

- Alternative meeting date or time, or a request to participate by phone.
- A list of the people you're inviting (this could be a friend, family member or professional).
- Your own list of concerns that you'd like to discuss.
- A request for a copy of the IEP draft (if any) to review before the meeting.
- A note if you're planning on doing an audio recording.

Individualized Education Plan (IEP Meeting



Getting Organized

Organize your child's records/files. Look over your list of concerns and think about what records/files you'll need. If you're missing something make the necessary arrangements to get copies. Examples of things you'll need are:

- Past and current IEPs
- Evaluation/assessment results
- Progress reports
- Functional Behavior Assessment (FBA) and Behavior Intervention Plans (BIP)
- Other documents of importance (i.e. medical records, report cards, new treatments, work samples, tutor reports, therapy reports or notes).



Reflection

As you are getting ready for the IEP meeting, you want to think about your child and ask yourself these questions:

- Where has he/she really succeeded?
- Look at his/her accomplishments and ask, "What worked?"
- Also very important is, "What didn't work?"
- What am I worried about, what keeps me up at night? Ask your child if anything keeps him/her up at night, what do they wish could be better?



Things To Do

- Write down and prioritize your list of questions/concerns.
- Fill out our "About My Child" form and create a vision statement for your child.
- Create an agenda and make copies for the team.
- Have a conversation with your child about the purpose of the meeting and prepare him for what he might hear or see. Ask him/her to write their own list of concerns.
- Highlight your child, bring pictures or a short video.
- Ask teachers beforehand if they have any concerns that should be discussed during the meeting.



The contents of this document were developed under a grant from the US Department of Education, #H325160003. However, those contents do not necessarily represent the policy of the US Department of Education, and you should not assume endorsement by the Federal Government. Project Officer, Carmen Sanchez.