

IEP Meeting Prep Checklist

Everything you need to prepare before the meeting

The Autism Parent Roadmap • autica.app

1-2 WEEKS BEFORE

- Gather all evaluations and reports**
Medical, therapy progress notes, outside evaluations
- Review current IEP (if exists)**
Note what's working and what's not
- Write your concerns**
List specific challenges your child faces
- List your priorities**
What 2-3 things matter most this year?
- Request draft IEP in advance**
You have the right to see it before the meeting
- Invite someone to come with you**
Advocate, spouse, friend, or therapist

DOCUMENTS TO BRING

- Copy of current IEP (if exists)
- All evaluation reports
- Progress reports from therapists
- Work samples from home
- Your written concerns and priorities
- Notepad and pen

KEY PHRASES TO USE

- "I'd like that documented in the IEP."
- "What data supports that recommendation?"
- "How will we measure progress on this goal?"
- "I don't agree. I'd like to continue this discussion."
- "I need time to review before signing."
- "Can you show me where it says you can't do that?"

Remember Your Rights

- You are an EQUAL member of the IEP team
- You do NOT have to sign at the meeting
- You can request another meeting at any time
- You can bring anyone to the meeting
- You can request an Independent Educational Evaluation
- Full rights: parentcenterhub.org