



LIBERATED HANDS PARENT TOOLKIT

# IEP MEETING SUCCESS CHECKLIST

*A Parent's Guide to a Confident IEP Meeting*

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*Part of the Liberated Hands Parent Toolkit Series*

# YOUR IEP MEETING STARTS BEFORE YOU WALK INTO THE ROOM

Whether this is your child's first IEP meeting or you've attended many before, preparation can help you feel more confident and ensure your voice is heard. Use this checklist before, during, and after your meeting to stay organized, ask meaningful questions, and actively participate as an important member of your child's IEP team. Remember, you don't have to know everything to be a strong advocate—being prepared and engaged can make a meaningful difference.

## What's Included

- ✓ Before the Meeting Checklist
- ✓ During the Meeting Checklist
- ✓ Before You Leave Checklist
- ✓ Questions Every Parent Should Ask
- ✓ Parent Notes Page

# BEFORE THE MEETING

- Read your child's current IEP.
- Review any recent evaluations, progress reports, and report cards.
- Write down your top concerns.
- Make a list of your child's strengths and successes.
- Identify the goals you would like to discuss.
- Prepare any questions you want to ask.
- Bring copies of any private evaluations or reports you want the team to consider.
- Organize your documents in a folder or binder.
- Confirm the meeting date, time, and location (or virtual meeting link).

## DURING THE MEETING

- Introduce yourself if you haven't met everyone.
- Share your child's strengths before discussing challenges.
- Ask for clarification if something isn't clear.
- Take notes throughout the meeting.
- Make sure you understand each recommendation.
- Ask how progress toward goals will be measured.
- Ask when and how you'll receive progress updates.
- Speak up if something doesn't seem right.
- Remember—you are an important member of the IEP team.

## BEFORE YOU LEAVE

- Review the proposed goals.
- Confirm the services and supports discussed.
- Understand any changes made to the IEP.
- Ask about next steps and timelines.
- Request a copy of the finalized IEP if you don't already have one.
- If needed, ask for time to review the proposed IEP before making a decision.

## QUESTIONS TO ASK BEFORE YOU LEAVE

- ✓ What strengths did we identify today?
- ✓ What are this year's priority goals?
- ✓ How will progress be measured?
- ✓ How often will I receive progress reports?
- ✓ What supports will help my child succeed in the classroom?
- ✓ If my child struggles, what happens next?
- ✓ Who should I contact if I have questions after today's meeting?

# REMEMBER

You are your child's first and most important advocate.

You don't need to know every law or every educational term to make a difference. Asking questions, sharing your observations, and working collaboratively with the school are some of the most powerful ways to support your child's success.

# YOU'VE GOT THIS

Every child learns differently, and every journey is unique. Continue learning, asking questions, and advocating with confidence. One informed parent can make a lasting difference.

# NEED MORE SUPPORT?

If you're looking for additional guidance with:

- ✓ Understanding evaluations
- ✓ Preparing for IEP meetings
- ✓ OPWDD services
- ✓ Self-Direction
- ✓ Parent advocacy

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