


BEFORE THE IEP MEETING: Your Preparation Checklist



You can take charge of your own IEP meeting. On the following page, you will find a checklist of steps that you can follow to prepare two months, one month, and one week prior to your meeting. This will help ensure that your voice is at the center of your planning process.



Two Months Before the Meeting

- Talk with your teacher about the purpose of your IEP meeting. Share this information and discuss with your family.
- Make a list of people who will attend the meeting and their responsibilities.
- Ask your parent/guardian, teachers if they have any preferences for meeting dates and times.
- If you would like the meeting to be held by phone or video conference, let the other members of your IEP team know before the meeting.
- If there is someone besides your parent/guardian who you think can help describe your needs or abilities, you can invite them to be part of the meeting as well.
- Create a list of skills you would like to learn or improve and activities that interest you. Here are some questions that can get you started:
 - Which subjects do I find to be the most difficult?
 - Do I need to be tutored in one or more subjects?
 - Are there clubs/groups that I may want to join after school?
 - What type of accommodations/changes do I need
- Bring new ideas for accommodations/changes to add to your new IEP: Asking your team members for copies of your past IEP's before the meeting will help you do just that. Make highlighted notes on past suggestions, goals, accommodations, changes. If you need help looking over your past IEP's do not be afraid to ask the other members of your IEP team.
- Organize past IEPs, report cards, progress reports and your notes into separate piles so that you can find each quickly and at the right time during the meeting. Members of your IEP team may ask for copies of one or more of the documents that were just mentioned before or during the meeting.

If you're not able to attend your IEP meeting, you can still have a voice by doing the following: Pull together notes about what works and doesn't work for you to be successful, information about strengths and interests, and other information that you think might be helpful and send to the members of your IEP team. Let them know what you expect for the current school year and beyond.



One Month Before the Meeting

- Expand your list of questions and requests of accommodations that may you have. List every person that you may want to speak to during the meeting (e.g., teacher, physical therapist.)
- Review or add to your ideas for goals and accommodations.
- You may want to create a personal statement that you will present at the meeting. The statement could include what your current achievements are and what your vision is for the future. Your statement may include some of the following details:
 - Where do you see yourself in 5-10 years from now?
 - What type of work do you like?
 - Where can you volunteer or get work experience?
- Send the other members of your IEP team a copy of your notes for new accommodations, goals, and anything else that you want to talk about during the meeting such as:
 - Your strengths and weaknesses.
 - What or who helps you to perform better in the classroom? Examples: Sitting in the front row, extra-time during an exam, your teachers assigning shorter homework assignments.
 - What is most important to you right now?
- Gather any additional information that you want to share during your IEP meeting (fact sheets, examples of things that you have accomplished).

Finally, One Week Before the Meeting

- Determine which parts of the meeting you will take the lead in (e.g., introductions, creating rules for the meeting, reporting progress on goals).
- Create a list or statement that includes information that you think is important for your IEP team to know (strengths, needed accommodations, modifications).
- Prepare an agenda (i.e., a list of topics to talk about). Having an agenda prepared will allow you to manage your time better during the meeting. The meeting's agenda might include part your notes or other subjects that you may want to talk about during the meeting.
- List ideas of how your IEP team can better assist you during and after school hours.