


DURING THE IEP MEETING: Your Three Point IEP Meeting Checklist



You can take charge of your own IEP meeting. In the following page, you will find a checklist of things you can do during your meeting to make sure your ideas and needs are part of the meeting.



1. Arrive on Time: Be strong

- Remember to bring your notes, data and any other information you will need for the meeting. Bring a pencil/pen/notepad. Do not be afraid to ask questions.
- Begin by thanking each of your team members for their hard work and effort.
- Tell the rest of your team who your note-taker will be for the meeting (this person could be your parent/guardian or friend/classmate). If something important is spoken about during the meeting, ask your note-taker to write it down.
- Present and review the meeting's agenda with all of your team members.

2. During the Meeting: Take Charge

- Be confident and share your ideas, opinions, and feelings throughout the meeting. Make sure that your requests for accommodations and changes are heard and understood.
- Make sure to listen carefully to what is being said by everyone. If something is not clear to you, ask that person to please explain their point further before you move on with the meeting.
- Use body language during the meeting that shows that you are active in the meeting. Use eye contact when listening and speaking with team members.
- If the meeting is going on longer than you expected and you're feeling tired, ask for a break. Take that time to look over the next and final section of this document.

3. Towards the End of the Meeting: Maintain Control

- Make sure that all of the topics that are on the agenda have been talked about and that all of your concerns have been heard and understood by your team members. If something was not discussed, request that another meeting be scheduled for a later date.
- Make sure that your IEP is clear in terms of its wording.
- Make sure that the IEP explains what you and others are responsible for going forward.
- Finally, sign and date the IEP. If you disagree with any part of the IEP, list your concern(s) on the IEP form next to your signature.
- Thank the other team members including your parent/guardian and friend/classmate for their participation, efforts and ideas. Also, let your team members know that you look forward to working with them in the classroom, after school, and on future IEP meetings.
- Ask to receive a copy of your newly completed IEP soon after the meeting has taken place. Add your new IEP to your records.

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.

