

IEP Meeting Preparation

Organize observations and questions before an IEP discussion.

Before the meeting

- Review the current IEP and note anything you want clarified.
- Gather recent work samples, progress updates, and observations.
- Write down strengths, interests, and what helps your child learn.
- Identify questions about goals, supports, services, accommodations, or progress reporting.
- Ask for an explanation of unfamiliar terms or data.

My child's strengths and what is working

Strengths, interests, successes:

Strategies or supports that seem helpful:

Questions I want to ask

Question 1:

Question 2:

Question 3:

During and after the meeting

- Ask who is responsible for each agreed action.
- Ask when progress or updates will be shared.
- Request clarification or a copy of any documents you need.
- Write down any follow-up dates and questions that remain unanswered.

Follow-up items and dates:

Helpful reminder: This worksheet is for organization and communication. It is not legal advice and does not replace individualized guidance from your school team or a qualified professional.