



## IEP Checklist

### Before, During & After the IEP Meeting



#### Before the Meeting

- ☐ Review previous IEP & progress reports
- ☐ Gather independent evaluations (if any)
- ☐ List your child's strengths and challenges
- ☐ Write down your questions and concerns
- ☐ Request draft IEP (at least 3-5 days prior)
- ☐ Invite a support person or advocate



#### During the Meeting

- ☐ Bring a notepad, pen, and copy of the draft
- ☐ Ask for jargon to be explained
- ☐ Ensure goals are SMART (Specific, Measurable, Achievable, Relevant, Time-bound)
- ☐ Clarify service minutes and providers
- ☐ Speak up about concerns—ask for PWN (Prior Written Notice) if requests are denied



#### After the Meeting

- ☐ Review finalized IEP document
- ☐ Follow up with a thank-you email summarizing agreements
- ☐ Monitor services & request progress updates
- ☐ Keep a binder or digital folder of all IEP materials