

What to Bring to Your Next IEP Meeting

A practical checklist for parents, from IEP Navigator

Before the Meeting

- ☐ Request any documents you haven't seen yet (evaluation reports, draft goals) in writing, with enough advance notice to actually read them first.
- ☐ Write down your top 2-3 concerns or questions ahead of time -- it's easy to forget once the meeting starts.
- ☐ Ask who will be attending, so you know who's in the room.
- ☐ Decide if you want to bring a support person -- a family member, friend, or advocate. You're generally allowed to; letting the school know ahead of time is a courtesy, not a requirement.
- ☐ Review your child's current IEP or evaluation report ahead of time, not for the first time in the room.

During the Meeting

- ☐ Bring a notebook (or use your phone) to write down what's said -- don't rely on memory alone.
- ☐ Ask what an acronym or term means the moment you hear it. There's no such thing as a bad question here.
- ☐ You are not required to sign anything on the spot. "I'd like to take this home and review it" is a completely reasonable thing to say.
- ☐ If you disagree with something, say so in the room -- and follow up in writing afterward too.
- ☐ Know the difference between an accommodation (changes HOW your child accesses material -- extra time, a quiet room) and a modification (changes WHAT they're expected to learn -- fewer problems, different content). Mixing these up can mean you end up with a different service than you meant to ask for.

After the Meeting

- ☐ Follow up anything important in writing (email is fine). A verbal conversation alone doesn't start any official clock.
- ☐ Keep a copy of everything: the IEP itself, any Prior Written Notice, and your own notes.
- ☐ Mark your calendar for the next review date so it doesn't sneak up on you.

This is general guidance, not legal advice, and isn't specific to any one state's rules. IEP Navigator tracks state-specific deadlines and rights for Minnesota, Wisconsin, and Vermont families at iepnavigator.net.