

Parent IEP Meeting Preparation Checklist

A practical, printable guide for preparing for a school IEP / CSE meeting in New York State. Check items that apply to your child and use the spaces for notes.

Child: _____ School: _____

Meeting date: _____ Grade: _____

1 Before the meeting

- ☐ Review the current IEP, recent progress reports, and any evaluations.
- ☐ Write down your child's strengths, interests, and recent accomplishments.
- ☐ List your main concerns and prioritize the top two or three.
- ☐ Collect relevant work samples, communication records, or incident reports.
- ☐ Ask for clarification or copies of documents you need to review.
- ☐ Consider whether you want to invite a support person or advocate.

2 Topics to discuss

- ☐ Academic progress and measurable annual goals
- ☐ Speech, occupational therapy, counseling, or other related services
- ☐ Sensory accommodations, communication supports, and assistive technology
- ☐ Behavioral supports, positive interventions, and emotional well-being
- ☐ School safety, supervision, transitions, and elopement concerns (if applicable)
- ☐ Classroom placement, inclusion, and participation with peers
- ☐ How progress and incidents will be communicated to the family

3 My child's strengths and successes

4 My top concerns or requests

Tip: Be specific. Describe what happens, how often it occurs, and what support has helped.

Questions, Decisions & Next Steps

5 Questions I want to ask

- ☐ What progress has my child made toward each current IEP goal?
- ☐ How will the proposed goals be measured, and how often will I receive updates?
- ☐ Who will provide each service, and how will missed sessions be addressed?
- ☐ What supports will be in place during transitions, lunch, recess, and arrival?
- ☐ What data or observations support the proposed changes?
- ☐ Who should I contact if a concern comes up after the meeting?

Other questions:

6 What was discussed or agreed upon?

7 Follow-up action tracker

Action / document needed	Person responsible	Target date

8 After the meeting

- ☐ Review the written IEP and compare it with what was discussed.
- ☐ Request clarification in writing if something is missing or unclear.
- ☐ Save meeting notes, documents, and follow-up emails together.
- ☐ Monitor implementation and your child's progress; follow up when needed.

Helpful reminder: Parents are members of the IEP team. You may ask questions, share concerns, and request information about your child's educational program. For official rules and procedural safeguards, consult the New York State Education Department and your school district.

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