

Preparing for Your Child's IEP Meeting



This form is intended to provide information about the upcoming IEP, or Individualized Education Plan, meeting for your child. Parents are integral members of the special education team and provide valuable information about how your child learns and functions in their daily life. Please review this information and use the back of this form to help you prepare for participation in the meeting.

What is an IEP meeting?

An Individualized Education Plan (IEP) meeting is an opportunity for school staff and parents/guardians to gather and discuss student progress in detail. There are three different types of IEP meetings:

- Initial Eligibility Meeting:** Eligibility for special education is determined by the IEP team based on evaluations and collected data. If found eligible, an IEP meeting may follow immediately or at a later date.
- IEP Meeting:** Yearly meeting to review present levels of performance, goal progress and modify the IEP, including updating needed supports and services.
- Triennial IEP Meeting:** Meeting held every three years to determine continued special education eligibility and if found re-eligible, modify the existing IEP.

Who may be on the IEP team?

- | | |
|--|---|
| <input type="checkbox"/> Parent/Guardian(s) | <input type="checkbox"/> School Psychologist |
| <input type="checkbox"/> General Education Teacher | <input type="checkbox"/> Speech and Language Pathologist |
| <input type="checkbox"/> Special Education Teacher | <input type="checkbox"/> Occupational Therapist |
| <input type="checkbox"/> Student (by age 15) | <input type="checkbox"/> Director of Special Education |
| <input type="checkbox"/> Interpreter (if needed) | <input type="checkbox"/> Other staff that support the student |
| <input type="checkbox"/> Principal | <input type="checkbox"/> Family friend or support person |
| | <input type="checkbox"/> Facilitator if requested |

What information will be included?

- Parent and Child Rights in Special Education & Procedural Safeguards will be provided
- Student present levels of performance including strengths, interests, and needs
- Assessment results and determination of eligibility for services (Eligibility and Triennial meetings only)
- Review progress on goals and create new goals for the following year
- Consideration of special factors (health, transportation, language proficiency)
- Accommodations and/or modifications for classroom work and assessments
- Determination of special education setting and services provided
- Extended school year services
- Transition to adulthood, post-secondary goals, and employment (students 15 and older)
- Health care plan, behavior plan, learning media plan, specialized transportation (if applicable)

Quick facts about the IEP process:

- You will receive a working draft copy of the IEP at the meeting. Parent/guardian input is necessary before an IEP may be finalized.
- An IEP is a legal document. The IEP process is governed by the Individuals with Disabilities Education Act (IDEA).
- Evaluations and the provision of services will not be conducted without signed parent/guardian consent for initial eligibility.
- IEP meetings will be held one time per year, but parents and staff may call for additional meetings or amendments at any time.
- You will be informed of your child's progress on IEP goals four times per year.
- Parents may bring a friend or relative to the meetings to assist in sharing information.
- Every student with an IEP is assigned a case manager, who will be your first point of contact.
- Parents are integral members of the IEP team and assist in making all decisions pertinent to their child's IEP.

Please use this form to write down information and ideas you would like to share at your child's upcoming IEP meeting.

What are my child's strengths, interests, and preferences? What does he/she do well and enjoy? What motivates my child? What helps my child succeed?

What concerns do I have for my child related to his/her life at home, in the community, and in school?

What are the goals that I would like to see my child accomplish in the upcoming year?

What additional information can I share that may assist in developing the IEP?

Thank you for taking the time to prepare for your child's IEP meeting. Feel free to bring any additional questions to the meeting.