FREE · FOR PARENTS

IEP MEETING CHEAT SHEET



INKED
EDUCATOR LIFE
by Rob Murphy, special ed teacher

You know your kid better than anyone in that room. This is the list a special ed teacher would hand you, so you don't forget what to ask when you're nervous.

Bring this. Write on it. Ask twice.

BEFORE THE MEETING

- ☐ Ask for the **draft IEP and any evaluation reports** a few days early, so you aren't reading them for the first time at the table.
- ☐ Start with the **Present Levels** page. Everything else is built on it.
- ☐ Write your **top 3 worries** on paper and bring them.
- ☐ Bring someone if you want to, and let the school know who's coming.
- ☐ Ask whether you can **record the meeting**. The rules are different everywhere.

PRESENT LEVELS

- ☐ "What can my child do right now? Can you show me with numbers or an example?"
- ☐ "How was that measured, and by who?"
- ☐ "Does this match what I see at home?" If it doesn't, say so and ask them to add it.
- ☐ "Are my child's strengths in here too?"

GOALS

- ☐ "How will we know this goal is met? How much, by when and measured how?"
- ☐ "How often will I hear about progress, and how?"
- ☐ "What happens if my child isn't making progress?"

SERVICES AND ACCOMMODATIONS

- ☐ "How many minutes a week, with who and where?"
- ☐ "Who is actually delivering this: a teacher, a para, a specialist?"
- ☐ "Which accommodations happen in the regular classroom, and who makes sure they do?"
- ☐ "Does this include testing accommodations?"

PLACEMENT

- ☐ "How much of the day is my child with classmates, and why that amount?"
- ☐ "What else did the team consider?"

IF YOUR CHILD IS OLDER

- ☐ Ask about **transition planning** (life after high school). Federal law requires it in the IEP by age 16, and New York starts at 15.

BEFORE YOU SIGN

- ☐ Ask what your signature means: that you were there, or that you agree?
- ☐ You can ask for **time to look it over**. You don't have to decide on the spot.
- ☐ If something was decided in the room, ask for it **in writing**.
- ☐ Send a short email after: "Here's what we agreed on today."

MY TOP 3 WORRIES

1. _____
2. _____
3. _____

WHAT WE AGREED ON TODAY

_____

_____

_____

NOBODY IN THAT ROOM LOVES YOUR CHILD MORE THAN YOU DO.

@inkededucatorlife · Educational information, not legal advice.
IEP rules and timelines differ by state. Ask your district for its procedures.