

IEP Checklist

At the beginning of the year:

- Communicate with family and other team members (email, notes, phone calls). Share strengths that you are seeing as well as any challenges. Ask for input and if there are any concerns.
- Share goals and accommodations with team members. Ensure that everyone is aware of what data must be collected and of the expectations of how to follow the IEP.
- Create a tentative IEP schedule for the year. Take note if team members cannot meet on specific days and times. Creating a master calendar can be helpful.

Before the Meeting (about 1 week before)

- Communicate with family and other team members prior to the meeting to discuss concerns, hopes, suggestions, and fears for their child's IEP.
- Send a meeting notice and procedural safeguards to the family.
- Create a draft of the IEP to be shared with family and other team members.
- Meet with teachers, administration, related service providers about meeting expectations, materials to bring, and information to share).
- Prepare the agenda.
- Ensure that all handouts are copied and organized.
- Send out a reminder to parents and other team members about the meeting.
- Check to make sure that the room and visual aids are ready.

During the Meeting

- Greet the family with a welcoming attitude.
- Show active listening skills.
- Share copies and review the agenda.
- Have necessary supplies available (paper, pens, tissues, busy box)
- Provide copies of the IEP draft.
- Always begin a meeting with celebrations.
- Review necessary parts of the IEP without going page by page.
- Ask the entire team for feedback.
- Summarize any decisions made and review Action Plan.
- Collect any needed signatures.
- Provide copies of procedural safeguards.
- Thank everyone for attending the meeting and playing a vital role in the team.

After the Meeting

- Finalize the IEP for the family.
- Write the PWN.
- Share new goals and accommodations with the team.
- Share the final paperwork with family and include a nice note.
- Follow up on the action plan.