

## IEP MEETING CHECKLIST

Each public school child who is eligible for special education and related services must have an Individualized Education Program (IEP). Each IEP must be designed for one student and must be a truly *individualized* document. The IEP creates an opportunity for teachers, parents, school administrators, related services personnel, and students (when appropriate) to work together to improve educational results for children with disabilities. The IEP is the cornerstone of a quality education for each child with a disability. (Authority: 20 U.S.C. 1415, 34. C.F.R. 300)

Due Date / Comment

### I. ACTIONS PRIOR TO THE MEETING

- OBTAIN RECORDS AND REVIEW PROGRESS REPORTS
- REVIEW AND GRAPH PROGRESS REPORTS
- SCHEDULE MEETING AT MUTUALLY AGREED UPON TIME AND PLACE. ENSURE SUFFICIENT TIME TO ADDRESS ALL ISSUES.
- IF NECESSARY, COMMUNICATE DESIRE TO ATTEND BUT NEED FOR DIFFERENT DATE AND PLACE.
- SEEK/REVIEW DRAFTS AND OTHER REPORTS FOR MEETING
- OBTAIN AND REVIEW NOTICE AS TO PERSONS AND ISSUES
- RESPOND TO NOTICE IF NECESSARY SEEKING ADDITIONAL PARTICIPANTS, OTHER INFORMATION, ADDING TO ISSUES OR RESETTING
- PREPARE FOR PARTICIPATION OF INVITEES TO THE MEETING. OBTAIN PRIVATE REPORTS TO USE WHERE APPROPRIATE
- ARRANGE FOR TAPING OR RECORDING, WHERE APPROPRIATE
- ARRANGE FOR CHILDCARE FOR MEETING, WHERE NECESSARY
- ENSURE THAT ADEQUATE ACCOMMODATIONS ARE MADE FOR MEETING,
- ORGANIZE DOCUMENTS AND HAVE EXTRA COPY OF CURRENT IEP TO USE. HAVE CURRENT EVALUATIONS AVAILABLE
- MAKE DECISION IF YOUR CHILD SHOULD ATTEND
- REVIEW IEP MEETING RIGHTS
- BRING FLASH DRIVE TO MEETING TO OBTAIN ELECTRONIC COPIES
- OBSERVE AND SEEK IIEES WHERE APPROPRIATE

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**II. ACTIONS AT THE MEETING**

- REVIEW PARENTS RIGHTS AND ASK IF THESE ARE COMPLETE AND WHETHER YOU MAY RELY ON THEM
- SEEK COPIES OF DOCUMENTS IN USE AT THE MEETING WHICH YOU HAVE NOT BEEN PROVIDED. DO NOT LET STAFF READ TO YOU DOCUMENTS YOU DO NOT HAVE
- REVIEW NOTICE AND RESOLVE ALL ISSUES ON PERSONS WHO APPEAR AND ON AGENDA OR SCOPE OF THE MEETING.
- RECORD AND TAKE NOTES OF THE DISCUSSION. IF AVAILABLE GET EXTRA SET AND KEEP ONE CLEAN AND TAKE NOTES ON THE OTHER
- EXERCISE RIGHT OF WRITTEN EXCUSAL OR WITHHOLDING OF EXCUSAL
- ASK QUESTIONS – WHY, WHEN, WHERE, WHO, WHY NOT, HOW MANY
- MAKE SURE YOU UNDERSTAND ALL ISSUES AND RECOMMENDATIONS SUFFICIENT TO ALLOW FOR “INFORMED CONSENT”
- PARTICIPATE FULLY AND OBJECT WHEN BALANCE AS A TEAM IS LOST, ESPECIALLY IF DECISIONS ARE MADE SOLELY BY ADMINISTRATOR
- MAKE SURE CRITICAL ISSUES ARE DECIDED AND DOCUMENTED
- RESERVE DECISIONS FOR LATER IF NEED TIME TO THINK OR REVIEW
- LEAVE WITH COPIES OF ALL MATERIALS—ESPECIALLY DRAFTS
- SUMMARIZE DECISIONS, RESPONSIBILITIES AND COMPLETION DATES
- GIVE NOTICE OF PRIVATE SERVICES AND IEES WHERE NECESSARY

**III. TASKS AFTER THE IEP MEETING**

- REVIEW DOCUMENTS AND MAKE CORRECTIONS PROMPTLY
- USE EMAIL AND NOTES TO ENSURE COMPLIANCE AND IMPLEMENTATION
- OBJECT PROMPTLY TO DELAYS IN SERVICES AND IMPLEMENTATION

**IEP MEETING CHECKLIST**

Due Date / Comment

- REORGANIZE RECORDS AND PROGRESS REPORTS
- EXPLAIN CHANGES TO CHILD
- OBSERVE WHERE NECESSARY AND SET UP PERIODIC OBSERVATIONS
- GIVE NOTICE OF IEES AND PRIVATE SERVICES WHERE NECESSARY

**NOTES**