

IEP MEETING PLANNER

Prepare with confidence.
Advocate with clarity.

"You are an
equal member of
your child's
IEP team."

YOU KNOW YOUR CHILD BEST.
YOUR VOICE MATTERS.

Created by Vita Robinson

informed, and confident as you prepare for your
child's IEP meeting.

Use these pages to gather your thoughts, list your
questions, and plan what matters most for your
child's success.

REMEMBER:
You are an important
member of the IEP team.
Your insights and advocacy
help create the best plan
for your child.

Child's Name: _____
Date of IEP Meeting: _____
School: _____

SPECIAL FAMILIES PROJECT

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PREPARE
Use the checklists and planning
pages before the meeting.

DISCUSS
Use your notes during the
meeting to stay focused.

PLAN
Write down next steps and
follow-up items.

FOLLOW UP
Review progress and keep
communication going.

Preparation today leads to a stronger plan
for your child's tomorrow.

SPECIAL FAMILIES PROJECT

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3 BEFORE THE MEETING Checklist

- ☐ Review last year's IEP and progress reports
- ☐ Complete teacher/parent questionnaires
- ☐ Write down your concerns and priorities
- ☐ List questions you want answered
- ☐ Gather current evaluations and reports
- ☐ Think about goals for the next year
- ☐ Invite anyone you want for support
- ☐ Confirm meeting date, time & location
- ☐ Bring this planner to the meeting!

HELPFUL TIP
The more prepared you are, the more
comfortable and confident you'll feel.

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4 MY CHILD'S Strengths

What does your child do well?
What makes your child unique and amazing?

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5 CURRENT CONCERNS & PRIORITIES

MY CONCERNS
What are your biggest concerns right now?

MY PRIORITIES
What is most important for your child?

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6 MY VISION for My Child

What do you hope your child will learn,
achieve, and experience this year?

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7 QUESTIONS to Ask the Team

- What are my child's current strengths and areas of need?
- How is my child progressing toward their goals?
- What supports and services are recommended?
- How will progress be measured?
- How will we communicate throughout the year?
- What can I do at home to support learning?
- Are there community resources you recommend?

**MY OTHER
QUESTIONS**

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8 GOALS I Want to Discuss

List the goals or areas you want the team to consider
for this IEP.

1. _____

2. _____

3. _____

4. _____

5. _____

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9 ACCOMMODATIONS & SUPPORTS CHECKLIST

Check the supports that may help your child.

LEARNING SUPPORTS

- ☐ Extra time
- ☐ Preferential seating
- ☐ Visual supports
- ☐ Written directions
- ☐ Assistive technology
- ☐ Breaks as needed
- ☐ Other: _____

SOCIAL/EMOTIONAL SUPPORTS

- ☐ Social skills support
- ☐ Behavior support plan
- ☐ Safe space / quiet area
- ☐ Counseling support
- ☐ Other: _____

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10 THERAPIES & SERVICES

What services or therapies does your child need at school?
What outside services are they receiving?

SCHOOL SERVICES			
SERVICE	FREQUENCY	LOCATION	NOTES

OUTSIDE SERVICES			
SERVICE PROVIDER	SERVICE	FREQUENCY	NOTES

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11 IEP MEETING Notes

Date: _____
Attendees: _____

NOTES

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12 IEP MEETING Notes (continued)

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13 ACTION ITEMS & FOLLOW-UP

ACTION ITEM	WHO	DUE DATE
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☐		
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14 PROGRESS REVIEW

At each progress report or IEP meeting, reflect on
what is working and what needs to change.

WHAT IS WORKING WELL?

WHAT CAN BE IMPROVED?

15 HELPFUL ACRONYMS

IEP	Individualized Education Program
FAPE	Free Appropriate Public Education
LRE	Least Restrictive Environment
SPED	Special Education
ESY	Extended School Year
OT	Occupational Therapy
PT	Physical Therapy
ST	Speech Therapy
SLP	Speech-Language Pathologist

16 NOTES

You are
doing
amazing.

Your advocacy
changes everything.