



IEP or 504 Meeting Checklist

Heading to an IEP, IESP or 504 Meeting? The first step is to be prepared. Use this simple checklist to get ready for your school meeting.

- DOCUMENT** - Contact child's teacher/school in writing (email) for all requests
- GATHER** - Gather all relevant documents - school reports, testing, medical etc.
- STUDENT BINDER** - Print documents and prepare a hardcopy binder.
- ORGANIZE** - Create sections in the binder with tabs labeled with dates, school grade and types of document.
- GAP ANALYSIS** - Contact school or external providers for missing documents.
- CHEAT SHEET** - Read through the information and make notes on a 'cheat sheet.' Include a summarized timeline with dates to reference.
- BE PROFESSIONAL** - Dress for success. Wear business professional or business casual attire to your meeting.
- PREP** - Review all notes the night before. Bring your binder. Have your cheat sheet out on the table.
- HAVE SUPPORT** - Don't go to a meeting alone. Bring another parent, friend, professional or advocate to the meeting. You can also ask to have a professional call or SKYPE into the meeting virtually. You want to make sure that more than one person hears the conversation.
- TAKE NOTES** - You want to make sure that both the school and parent are documenting outcomes. Record who said what, details and expected timeline for follow up in a clear, easy to read format.
- BE RESPECTFUL** - Moderate your stress level at the table and treat all with courtesy. Everyone is working to help your child succeed.
- THANK** - Send thank you emails highlighting what you discussed and what you agreed upon.
- FOLLOW UP** - Within 7 days: Follow up to make sure that you received an updated document and all of child's teachers are aware of changes.
- REASSESS** - Within 7 days: Confirm in writing that all changes have been made. Schedule a follow up meeting with school if outcomes are not as expected.