

IEP Meeting Advocacy Checklist for Parents (With Notes)

Before the Meeting

- Review your child's current IEP (goals, services, accommodations).
- Collect data: report cards, teacher notes, test scores, work samples, outside evaluations.
- Write down concerns and priorities for your child's education (academics, behavior, social-emotional, communication, etc.).
- Make a list of questions you want answered at the meeting.
- Know your rights under IDEA and state regulations.
- Invite support (advocate, spouse/partner, or trusted person) if needed.
- Request an agenda in advance so you know what will be covered.

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During the Meeting

- Introduce yourself as part of the team and assert your role as your child's primary advocate.
- Take notes or record the meeting (if allowed by law).
- Ask for clarification when jargon or acronyms are used.
- Refer to your list of concerns/questions to ensure everything is addressed.
- Stay child-focused: keep the conversation on your child's strengths, needs, and progress.
- Review goals carefully: are they specific, measurable, attainable, relevant, and time-bound (SMART)?
- Confirm services and supports: frequency, duration, and who provides them.
- Ask about progress monitoring: how and when you'll be updated.
- Speak up if you disagree with a recommendation; request it be noted in the record.

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After the Meeting

- Review the IEP draft/notes: make sure it matches what was discussed.
- Request a copy of the finalized IEP for your records.
- Send a thank-you/follow-up email summarizing key agreements and concerns (creates a paper trail).
- Organize documents: keep all IEPs, progress reports, and correspondence in one place.
- Monitor progress: check in with teachers, review progress reports, and document any concerns.
- Know your options if problems arise (request another IEP meeting, mediation, or due process if necessary).
