



PARENT ADVOCACY IEP PREPARATION

Communicate Checklist

- Prepare a prioritized list of your concerns to be sure important ones are addressed.
- Submit your concerns to be discussed ahead of time.
- Inform the school of anyone that will be attending the meeting with you.
- Request the meeting agenda and/or a draft IEP.
- Request interpretation or other services you or your child may need to communicate.
- Check with your child to find out what he or she would like to see happen or change in school.
- Check what your child's school is already providing for other children by talking with other parents or visiting other schools to get ideas.



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Review Checklist

- Review your child's records (e.g., current IEP, report cards) and come with questions, as needed.
- Review the IEP form so you are familiar with the order of components.
- Know what an effective goal should look like.
- Review the goals you have for your child.
- Review the laws. Know your own and your child's legal rights.
- Review the state curriculum standards for your child's age and grade level.
- Review your written record of requests and school responses.



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Prepare Checklist

- Develop an organizational system that works for you (e.g., 3-ring binder, large folder).
- Gather and organize your child's records.
- Take your file with you to the meeting.
- Bring a trusted person who can support you by being an advocate or taking notes.
- Prepare to bring your best self so you can advocate, collaborate, and contribute to the IEP.
- In place of a note taker, you can bring a recording device. You will need to let the school know you will be recording in advance.