

IEP CHECKLIST

Creating an IEP (Individualized Education Program) checklist for parents can help them navigate the process more effectively and ensure they are well-prepared for meetings and decisions regarding their child's education. Here is a comprehensive IEP checklist for parents:

Pre-Meeting Preparation

- Review Current IEP (if applicable):**
 - Note progress on goals.
 - Identify any areas of concern.
- Gather Documentation:**
 - Recent evaluations and assessments.
 - Medical records and diagnoses.
 - Communication logs with teachers/therapists.
 - Examples of the child's work.
- Request Information:**
 - Ask for drafts of any new IEP documents before the meeting.
 - Request reports from teachers and therapists.
- Write Down Observations:**
 - Note strengths and areas for improvement.
 - Document any new concerns or changes in behavior.
- Set Goals:**
 - Identify short-term and long-term educational goals.
 - Think about social, emotional, and academic objectives.
- Prepare Questions:**
 - Clarify any aspects of the IEP process.
 - Ask about available resources and supports.
- Know Your Rights:**
 - Understand the legal rights provided under IDEA (Individuals with Disabilities Education Act).
 - Bring relevant documentation for reference.

During the Meeting

- Bring Necessary Documents:**
 - Current IEP.
 - Assessments and reports.
 - Notes and observations.
- Introduce Your Child:**
 - Share strengths, interests, and preferences.
 - Provide insight into the child's daily life and routines.
- Discuss Evaluations and Assessments:**
 - Review recent results and what they mean.

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- Identify any areas needing further assessment.
- Review and Set Goals:**
 - Ensure goals are specific, measurable, attainable, relevant, and time-bound (SMART).
 - Align goals with the child's needs and capabilities.
- Discuss Services and Supports:**
 - Identify necessary special education services.
 - Explore related services (speech therapy, occupational therapy, etc.).
 - Determine the need for assistive technology or accommodations.
- Plan for Progress Monitoring:**
 - Establish how progress will be tracked and reported.
 - Set a schedule for progress reports.
- Address Transition Planning:**
 - For older students, discuss transition services for post-secondary life.
 - Include steps for achieving future independence and employment.

Post-Meeting Follow-Up

- Review the Final IEP:**
 - Ensure all agreed-upon items are included.
 - Check for accuracy and completeness.
- Communicate with the School:**
 - Confirm the implementation of the IEP.
 - Schedule follow-up meetings or check-ins.
- Monitor Progress:**
 - Stay in regular contact with teachers and service providers.
 - Track the child's progress towards goals.
- Advocate for Your Child:**
 - Address any concerns promptly.
 - Request modifications if needed.
- Stay Informed:**
 - Keep updated on special education laws and resources.
 - Join parent support groups and networks.

Additional Tips

- **Stay Organized:** Keep all IEP-related documents in one place.
- **Be Positive and Collaborative:** Approach meetings with a cooperative mindset.
- **Take Notes:** Document key points and decisions during meetings.
- **Seek Support:** Bring an advocate or support person if needed.

This checklist can help parents feel more confident and empowered throughout the IEP process, ensuring their child's educational needs are met effectively.