

IEP Meeting Checklist

Prepare with confidence · Before, During & After

You've got this. Use this checklist to feel prepared, confident, and ready to advocate for your child — before, during, and after the IEP meeting. No jargon. No overwhelm. Just clear steps.

BEFORE THE MEETING

Documents You Should Have Received

- Meeting invitation with date, time & location**
Schools must provide written notice at least 10 days before the meeting.
- A copy of your child's current IEP**
Review it ahead of time — note any goals or services you have questions about.
- Progress reports on current IEP goals**
These show how your child is performing on goals set at the last meeting.
- Procedural safeguards notice (your rights)**
Explains your rights as a parent. You should receive this at least once per year.
- List of who will attend the meeting**
You have the right to know who is at the table. You may also request specific people.
- Any recent evaluation or assessment results**
If re-evaluated recently, you should have the full report before — not during — the meeting.

DURING THE MEETING

Questions to Ask at the Table

- “How is my child making progress on their current goals?”**
Ask for specific data — not just general statements like “doing well.”
- “Can you explain this goal in plain language?”**
You have every right to ask for jargon to be explained clearly. Never feel embarrassed.
- “What services will my child receive, and how often?”**
Frequency, duration, and location of services should all be clearly listed in the IEP.
- “What does my child's day look like in school?”**
Understanding where your child spends their time helps you spot gaps in support.
- “What can I do at home to support these goals?”**
Reinforcing learning at home alongside the school team makes a real difference.

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- **“I’m not comfortable signing today — can I take this home?”**
You never have to sign the IEP at the meeting. You have the right to review it first.

AFTER THE MEETING

Follow-Up Items to Stay on Track

- **Request a signed copy of the finalized IEP**
You should receive a copy within a few days. Keep it safe — it’s your child’s legal education plan.

- **Write down what was agreed to — in your own words**
Your notes matter. If anything feels unclear, email the team to confirm in writing.

- **Confirm that services have started as scheduled**
Services should begin on the date listed in the IEP. Follow up if you notice a delay.

- **Ask how and when you’ll receive progress updates**
Progress must be reported as often as report cards are issued. Know when to expect it.

- **Note your child’s next IEP review date**
IEPs must be reviewed at least once per year. Mark it on your calendar now.

- **Reach out if something doesn’t feel right**
Trust your instincts. You can request a meeting at any time — not just the annual review.

Need more support? Gabrielle Brust at Empowered at the Table offers free consultations for Licking County families. Visit empoweredatthetable.com to get in touch.