PACER CENTER
CHAMPIONS FOR CHILDREN WITH DISABILITIES®

Individualized Education Program (IEP) meeting checklist for students

Before the meeting:

___ Let my case manager know that I will be coming to the meeting.

___ Invite people who will support me.

___ Read my current IEP with my parents.

___ Read my current IEP with my IEP case manager.

___ Make a list of my questions.

___ Make a list of what I want or need to learn (skills) in the next year.

___ Make a list of what is working or not working for me at school now.

___ Practice what I want to say at the meeting with my parents or case manager.

___ Add my own ideas.

During the meeting:

___ Introduce myself and anyone I have invited.

___ Ask questions from my list.

___ Ask questions about anything I don't understand.

___ Share my list of skills I want to learn in the next year.

___ Add my own ideas.

After the meeting:

___ Read the proposed new IEP.

- Does it include services I think I need?
- Does it include the supports I think I need?
- Does it include the goals I have for myself?
- Does it look like *my* IEP? Does it include my interests, strengths, areas where I need more help?
- Does it include steps (goals) to help me achieve my future goals of where I may want to get more education, what kinds of work I may want to do, and how I will live as independently as possible?

___ Discuss the IEP with my parents, including questions, comments, and opinions.

___ Decide if I am willing to work to make this IEP successful.

___ Discuss how well I participated at the meeting with my parents and case manager.

___ Make plans to participate more next time.

©2020, 2018 PACER Center, Inc. | PHP-c268
8161 Normandale Blvd., Minneapolis, MN 55437 | (952) 838-9000 | (800) 537-2237
pacer@pacer.org | pacer.org

PACER Center is not a legal services agency and does not provide legal advice or legal representation. The content of this resource is for informational and educational purposes only, is not legal advice, and should not be used as a substitute for legal advice.