



Motivation Works

Innovative Learning and Behavior Solutions

IEP Checklist

✦ ✦ A well-prepared checklist for parents can be an invaluable tool when it comes to actively participating in the development and ongoing monitoring of your child's Individualized Education Program (IEP). To assist you in this process, here's a comprehensive IEP checklist tailored for parents:

BEFORE IEP MEETING

1. Gather Information:

- Collect all relevant documents, including previous IEPs, evaluations, and progress reports.
- Make a list of your child's strengths, weaknesses, and current challenges.

2. Set Goals:

- Identify your child's educational and developmental goals.
- Consider both short-term and long-term objectives.

3. Understand the Process:

- Familiarize yourself with the IEP process, including your rights and responsibilities as a parent.



DURING IEP MEETING



1. Review Present Levels of Performance:
 - Ensure that the team discusses your child's current academic and functional levels.
2. Participate Actively:
 - Share your insights, concerns, and goals for your child.
 - Ask questions and seek clarification when necessary.
3. Discuss Services and Accommodations:
 - Review and discuss the specific services, accommodations, and modifications your child will receive.
 - Ensure that they are tailored to your child's needs.
4. Develop Measurable Goals:
 - Collaborate with the IEP team to create clear, measurable goals for your child.
5. Determine Placement:
 - Discuss and agree upon the appropriate educational placement for your child, whether it's in a regular classroom, special education classroom, or a combination.
6. Plan Transition Services:
 - If your child is approaching a transition point (e.g., from elementary to middle school), discuss transition services and goals.

AFTER IEP MEETING

1. Review the IEP:
 - Thoroughly review the finalized IEP document.
 - Ensure that it accurately reflects the decisions made during the meeting.
2. Sign the IEP:
 - Sign the IEP to indicate your agreement or note any areas of disagreement. Partial Consent can be given.





AFTER IEP MEETING-CONT.



3. Keep Records:

- Maintain a copy of the signed IEP and all related documents.
- Document communication with the school regarding your child's education.

4. Monitor Progress:

- Regularly check your child's progress toward the IEP goals.
- Communicate with teachers and support staff to stay informed.

5. Request IEP Meetings as Needed:

- If you have concerns or changes are necessary, request IEP meetings to address them.

6. Advocate for Your Child:

- Be an active advocate for your child's educational needs.
- Seek additional support or modifications if required.

7. Stay Informed:

- Stay updated on special education laws and regulations to ensure your child's rights are protected.

8. Seek Support:

- Connect with local and national special education advocacy groups for support and guidance.

9. Celebrate Successes:

- Recognize and celebrate your child's achievements, no matter how small.

Remember that your active involvement in the IEP process is crucial for ensuring your child receives the education and support they need. It's a collaborative effort between you and the school to provide the best possible educational experience for your child.



Please reach out if you need assistance.

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