



Family Matters Parent Training & Information Center

Fact Sheet: Preparing for an IEP Meeting

1. Review the process of what to expect here: <https://www.parentcenterhub.org/meetings/> and here (IDEA Regulations) <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-III/part-300/subpart-D>
2. Talk with your child's teacher about who will be a part of the IEP team: <https://www.understood.org/en/articles/whos-on-the-iep-team>
3. Draft a list of your concerns and questions; consider both school/educational and home concerns. More information here: <https://adayinourshoes.com/parent-concerns-on-the-iep-parent-letter-of-attachment/>
4. Request a list of draft goals that school team members have generated and add your goals and thoughts; share the team before the meeting. <https://iris.peabody.vanderbilt.edu/module/iep01/cresource/q3/p07/>
5. Talk with a parent or two who have been through the IEP process and ask for their guidance. Consider having 1-2 support people present with you at the meeting.
6. Be open-minded and positive in your approach; be prepared to educate the team about your child and their needs and to hear feedback and guidance from other team members.
7. Consider contacting your local Parent Training & Information Center for coaching guidance and resources. Find your PTIC: <https://www.parentcenterhub.org/find-your-center/>
8. Review the ISBE parent guide to Special Education: <https://www.isbe.net/Documents/Parent-Guide-Special-Ed-Aug20.pdf>
9. Gather all evaluation records, including those done by outside agencies. What should you bring to your IEP meeting? <https://www.understood.org/en/articles/what-to-bring-to-an-iep-meeting>

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