

## IEP Meeting Preparation Worksheet

*This document is to help you organize your thoughts prior to participating in your student's IEP meeting. It is set up to use as a guide to summarize and assist in familiarizing you with basic information detailed on some of the most used IEP pages.*

**I-3 Purpose of Meeting** – (circle or highlight the one that applies) Evaluation, IEP review/revision, placement, first or annual IEP, develop a statement of transition goals, manifestation determination, determine setting for services during disciplinary placement, other

**I-4 Present Levels** (Strengths and Challenges)

Describe your child/young adult's strengths –

What are your concerns?

**I-5 Special Factors** (circle or highlight any special factors you feel apply to your student) – these might be: behavior, English Language Learner, visually impaired in need of Braille, communication needs, need for assistive technology services or devices. Any needs identified on this page will have a statement of how the need will be met on **I-9** the Program Summary page.

**I-6 Annual Goal** (Put your suggestions for modifying or developing a goal. The goal has to be something that can be measured and something to help your student progress in her/his educational needs)  
Goal –

Measuring Progress –

**I-9 Program Summary** (write a summary of what you think your student's program should include) –

*If a Behavior Plan is part of the IEP make sure you understand who does what. Verify and define parent responsibilities/roles. (Adult communication is most critical part of a successful plan.)*