

**Parent Preparation for an IEP Meeting**  
Developed by Special Education Staff,  
Greenwood Public Schools, Greenwood, WI 1997

- **Become familiar with your child's learning and behavioral characteristics.**
  - Observe your child in different situations at home ( e.g., with peers, completing homework, following directions).
  - Review samples of schoolwork
  - Try to pinpoint your child's strengths and weaknesses
- **Review written information.**
  - Go over documents you have accumulated ( e.g., progress reports)
  - Jot down information relevant to your child's present educational status
  - Jot down any obstacles that may have gotten in the way of your child's academic or social adjustment
  - Select those items you want to bring to the meeting
- **Talk with your child.**
  - Ask questions that will aid you in developing an educational program appropriate to his or her needs (e.g., your child's likes and dislikes in school, his/her perceptions of strengths and weaknesses, conditions under which he/she learns best)
- **Review evaluation reports.**
  - Request reports of the most recent evaluations
  - Jot down questions as well as points of agreement and disagreement
- **Review state and federal special education regulations.**
  - Become familiar with the IEP-its parts and the process for its development
- **Consider what you want included in the IEP.**
  - After going through some or all of the above steps, write down your ideas about: your child's strengths and weaknesses, specific skills and concepts you want your child to learn, program placement and related services you believe are necessary, approaches that are effective and ineffective in motivating, teaching and disciplining your child
  - Decide if you think your child continues to need special education instruction and in what areas
  - Jot down questions, concerns, and reactions you have about your child's special education program
  - Ask how you can help in supporting your child's educational program
  - Jot down the major thing you would like your child to accomplish this year
- **Write out information you want to share at the IEP meeting.**
  - Make a list of questions you have
  - Your child's strengths and weaknesses
  - Goals and objectives you would like to see worked on
  - Any significant changes that may have taken place in your family or in your child's medication intake that might affect academic or behavioral performance
- **Think about whether your child should attend the meeting or some part of it.**
  - Discuss pros and cons with school staff and with your child
  - Consider whether your child would be comfortable in a smaller, less formal meeting and whether he/she should attend all or only part of the meeting
  - Prepare your child for the meeting by discussing the purpose and format of the meeting, answering any questions he/she might have
  - Have your child down positive and negative aspects of school and things she/he would like to learn