



Free Special Education Resources, Consultation, Trainings Your Arizona Parent School Connection

Be Prepared: Simple Steps to Get Ready for an IEP Meeting

The next IEP meeting is:

Date: _____

Time: _____

Location: _____

Contact Person: _____

During the IEP Meeting

- ✓ Find out how your child will participate in the regular classroom, non-academic activities with peers and assessments.
- ✓ Determine appropriate modifications, accommodations and related services.
- ✓ Discuss transition planning appropriate to your child's grade level.
- ✓ Ask for interpretation of test results and clarification of new terms or programs.
- ✓ Get answers to your question(s) or ask that someone get back to you later.
- ✓ Expect to receive a copy of the IEP and new evaluations or reports.

Before the IEP Meeting

- ✓ Confirm the meeting date/time and that the list of participants is complete.
- ✓ Review the current IEP to be familiar with the contents and meeting format.
- ✓ List your child's strengths and needs; include goals you would like your child to achieve over the next year.
- ✓ Know what special education rights and responsibilities you and your child have.
- ✓ Contact parent groups for resources and training related to special education and your child's disability.
- ✓ Prepare questions you have for the team.

After the IEP Meeting

- ✓ Periodically review the IEP to compare it with class work and progress reports.
- ✓ Regularly talk to your child and teacher to monitor IEP progress and satisfaction.
- ✓ Encourage your child to do well in school and learn self-advocacy skills.
- ✓ Hold an IEP review meeting if concerns develop that cannot be easily resolved.
- ✓ Network with other families and parent groups to learn more about the special education process.
- ✓ Maintain a system of keeping track of important school reports and notices.

Be sure to take notes throughout the process.



Tips for Building Partnerships



Parent Information Network
Specialists
www.azed.gov/ess/pinpsals
877-230-PINS (7467)

- ❖ Be involved in the decision-making process for your son or daughter.
- ❖ Everyone's role on the team is equally important. Respect each other's opinions and unique position. Trust that each member has genuine concern for the student.
- ❖ Invite your student to team meetings.
- ❖ Maintain regular communication with teachers to be involved in your child's education and school activities.
- ❖ Work as a team to identify your child's needs and collaborate to explore options to ensure his or her success.
- ❖ Invite school staff to attend a workshop or conference with you to learn more about your child's disability or strategies for improving academic success.
- ❖ Share your child's success stories with staff – as well as concerns.
- ❖ Ask for clarification about the school and district special education structure. Know who to contact if you have questions or concern.
- ❖ If you have questions or concerns, approach your child's teacher first. If necessary, include school administration or the special education director in the problem-solving process.
- ❖ If you still have questions or would like to receive special education resources, contact your Parent Information Network Specialist (PINS).



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