

Steps to a Successful IEP Meeting

1. Review your child's current IEP.

2. Write a needs/strengths list of your child's abilities.

3. Write a list of questions/comments that will help you in writing the IEP. These might include:

- What has been successful this year - or not successful?
- Formulate realistic goals in academics and functional skills.
- Consider self-help, social, and emotional goals.
- Consider transition plans and vocational goals.
- Plans for integration with peers.

4. Get answers to your questions.

- Observe your child in his/her program.
- Call your doctor for any medical updates.
- Visit other classrooms or program options which may be discussed.
- Read your child's school reports.

5. Write down some goals you would like your child to achieve.

- What skills would you like your child to learn?
- What skills should your child work on at school that would help at home?
- What behaviors could use some improvements?
- What are your main concerns for your child now?
- What are your hopes for your child as an adult?

6. Prioritize your list of goals.

- Which goals are necessary for your child to receive an appropriate education?

7. Find out who will be attending your child's IEP meeting.

- Let the school know if you are inviting someone to attend with you.

8. Find out how much time has been scheduled for your child's IEP meeting.

- Make sure you have enough time to share your ideas and to ask questions.

9. Be ready to support your ideas and requests.

- Know why you are making requests/suggestions.
- Understand your "priority list" so that you may "negotiate" with school staff.
- You may choose to "give and take" in order to receive your highest priority goals/requests.

10. Plan for the meeting.

- Organize your materials.
- Write down your questions.
- Know what you want to say.
- Practice communicating assertively.

11. Be positive.

- Assume that you and the school will be able to work together effectively to develop an appropriate program for your child.